

2021 HOLIDAY PAYMENT PROCESSING DEADLINES

The Office of Disbursements requires at least **10 business days** to process payments, depending on the type of payment. Occasionally, additional time may be required, based on volume of transactions. The volume of requested payments generally increases significantly at calendar year-end.

To ensure payments are processed (and mailed) before the holidays, please note the following deadlines:

THANKSGIVING HOLIDAY

The University will be closed for the Thanksgiving holiday, on Thursday, November 25th and Friday, November 26th. The University will reopen for business on Monday, November 29th.

REQUEST DEADLINES:

Travel Expense Reimbursements	Wednesday, November 10 th , 2021
PO Payments (Goods/Services/Etc.)	Wednesday, November 10 th , 2021
Payment Request Form Entry Payments	Wednesday, November 10 th , 2021
Wire Transfer Requests	Friday, November 19 th , 2021

WINTER BREAK

The University will be closed for Winter Break Monday, December 20th through Monday, January 3rd. The University will reopen for business on Tuesday, January 4th.

REQUEST DEADLINES:

Travel Expense Reimbursements	Friday, December 3 rd , 2021
PO Payments (Goods/Services/Etc.)	Friday, December 3 rd , 2021
Payment Request Form Entry Payments	Friday, December 3 rd , 2021
Wire Transfer Requests	Friday, December 10 th , 2021

Note: Departments should continue to submit requests for payment after the deadline date. While we will prioritize requests received on or before the published deadline, later requests will be processed in order of receipt.

IMPORTANT CONSIDERATIONS:

Deadline refers to the date complete documentation is provided/available to Disbursements.

For all transactions, ensure there are adequate funds available to cover the invoice/reimbursement amount, transactions are coded to the correct expense account, **and** correct vendor remit addresses are available/updated in the system.

Thank you for your efforts throughout the year. Stay Safe!