

2022 HOLIDAY PAYMENT PROCESSING DEADLINES

The Office of Disbursements requires at least **5-7 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 24th and Friday, November 25th. The University will reopen for business on Monday, November 28th.

REQUEST DEADLINES:

Travel Expense Reimbursements	Wednesday, November 16 th , 2022
PO Payments (Goods/Services/Etc.)	Wednesday, November 16 th , 2022
Payment Request Form Entry Payments	Wednesday, November 16 th , 2022
Wire Transfer Requests	Friday, November 18 th , 2022

WINTER BREAK

The University will be closed for Winter Break Monday, December 19th through Monday, January 2nd. The University will reopen for business on Tuesday, January 3rd.

REQUEST DEADLINES:

Travel Expense Reimbursements	Friday, December 2 nd , 2022
PO Payments (Goods/Services/Etc.)	Friday, December 2 nd , 2022
Payment Request Form Entry Payments	Friday, December 2 nd , 2022
Wire Transfer Requests	Friday, December 9 th , 2022

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, correct vendor remit addresses are available/updated in the system, and the appropriate cost/quantity receipt has been entered for PO transactions.

Thank you for your efforts throughout the year!