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 16th, 2022
- PO Payments (Goods/Services/Etc.): Wednesday, November 16th, 2022
- Payment Request Form Entry Payments: Wednesday, November 16th, 2022
- Wire Transfer Requests: Friday, November 18th, 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 2nd, 2022
- PO Payments (Goods/Services/Etc.): Friday, December 2nd, 2022
- Payment Request Form Entry Payments: Friday, December 2nd, 2022
- Wire Transfer Requests: Friday, December 9th, 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!