

2024 THANKSGIVING AND WINTER BREAK SUBMISSION DEADLINES

The Office of Disbursements – Accounts Payable typically requires 7-10 business days to review and process payments. However, additional time may be needed depending on transaction volume. To ensure timely processing, please be aware of the following deadlines.

The university will be closed for Thanksgiving on Thursday, November 28th and Friday, November 29th and will reopen on Monday, December 2nd.

THANKSGIVING REQUEST DEADLINES:

Payment Request Form Entries	Monday, November 18 th
PO Payments (Good/Services)	Monday, November 18 th
Travel Expense Reimbursements	Monday, November 18 th
Wire Transfer Requests	Friday, November 22 nd

The university will be closed for Winter Break on Monday, December 23rd through Friday, January 3rd and will reopen on Monday, January 6th.

WINTER BREAK REQUEST DEADLINES:

Payment Request Form Entries	Friday, December 6 th
PO Payments (Good/Services)	Friday, December 6 th
Travel Expense Reimbursements	Friday, December 6 th
Wire Transfer Requests	Friday, December 13 th

Note: Requests received on or before the published deadline will be given priority. Requests received after the deadline will be processed in the order they are received.

IMPORTANT:

- Submissions must include a valid Purchase Order (PO) with a valid budget check in Spectrum. Sufficient funds must be available for requests that exceed the PO encumbrance.
- Submissions must be accompanied by complete documentation and, where applicable, valid signatures.
- Vendor remit addresses must be available in PantherMart. For address updates, please contact Supplier Management (suppliers@gsu.edu).
- Cost/quantity receipts are required for non-catalog, hosted, and punch-out orders \$2,500 or more.
- Review comments from Accounts Payable in PantherMart and respond promptly.

Thank you for your efforts throughout the year!