

Disbursing Tips

Ideally Accounts Payable needs 2 weeks to process invoices/PO's and travel reimbursements.

Accounts Payable/Disbursing does not usually print checks on Friday's. Normal check runs are batch check runs Monday-Thursday, once per day.

ID is required to pick up a check. If someone other than the payee is picking up a check, written approval must be provided to the Controllers office.

Events can not be prepaid. If an even is scheduled, payment can be made day of the event. If it is on a weekend, the earliest a check can be picked up by the department is Friday.

Please ensure all addresses are correct on invoices/check requests/Tr-1's. Our disbursing department matches checks to the supporting documentation and that is where the check will be mailed. It will not be mailed to the address on the PO. Ideally both will match, but if it does not the invoice address is used.