HOLIDAY PAYMENT PROCESSING DEADLINES - 2015

The Office of Disbursements requires 7-10 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.

In order for Disbursements 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 and Friday, November 26 and 27, 2015.

REQUEST DEADLINES:
- Travel Expense Statement Payments: Tuesday, November 10, 2015
- PO Payments (Goods/Services/Etc.): Tuesday, November 10, 2015
- Payment Request Form Entry Payments: Tuesday, November 10, 2015

WINTER BREAK
The University will be closed beginning Monday, December 21, and will re-open on Monday, January 4, 2015.

REQUEST DEADLINES:
- Travel Expense Statement Payments: Thursday, December 3, 2015
- PO Payments (Goods/Services/Etc.): Thursday, December 3, 2015
- Payment Request Form Entry Payments: Thursday, December 3, 2015
- Wire Transfer Requests: Friday, December 11, 2015

IMPORTANT CONSIDERATIONS:

Deadline refers to the date complete documentation is provided/available to Disbursements. Complete documentation includes (the following is not all-inclusive):

- **Travel Expense Statements (TES).** A TES must be delivered to the Office of Disbursements, Sparks Hall, Suite 400A and stamped received by Disbursements by close of business by the deadline. The TES must be tied to an approved Travel Authorization (PO), bear proper signature approval, include appropriate documentation and receipts (attached), and include any required memo/s of justification. Employee/Student addresses must be updated in Spectrum, even for payment by EFT.

- **PO transactions – Enter** either the appropriate Quantity Receipt or Cost Receipt by the deadline. Invoice must be received by the deadline, via: 1) hand delivery to Disbursements, or 2) emailed to accountspayable@gsu.edu, (note: if an invoice is scanned into a PO, Disbursements must be notified by email that the invoice is available on the PO) or 3) received through the US Mail (by the deadline). Disbursements cannot process payments based on a quote or a pro forma document. **Important:** If you scan a PO invoice into PantherMart, you must also email Disbursements at accountspayable@gsu.edu in order for us to be aware that the PO invoice is available in PantherMart).
- **Payment Request Form Entries** - Vendor invoices (or payment documents) must be scanned into PantherMart as an attachment to the transaction prior to the deadline. (Please do not deliver or email Payment Request Form documents). **Exception: Moving Expense Reimbursement documents – must be delivered to Disbursements because they contain confidential/sensitive information.** Reimbursement requests must be accompanied by proof (and method) of payment, as well as an itemized listing (receipt) detailing what is being reimbursed. Food reimbursements must include an itemized receipt. A memo, which may replace an invoice in certain circumstances, such as payment of an honorarium, must be scanned and attached to the Payment Request Form entry. The memo should detail who is being paid, the address of the payee, the purpose/reason for the payment, the date of the engagement, and the amount of the honorarium. Complete documentation includes invoice or memo to detail payment, itemized receipts, proof of payment, SPCW Form (personal services-including honorarium), and an agenda/flyer where applicable, etc. Appropriate documentation must be scanned into the Payment Request Form transaction by the deadline.

- **WIRE TRANSFER REQUESTS:**
  - Purchase orders for wire transfer requests must be entered into Spectrum “if” a purchase order is required for a transaction (based on Purchasing’s guidelines). (Due to system limitations, a PantherMart PO cannot be used for a wire transfer request).
  - Ensure PO is fully approved through workflow. Contact Purchasing with a request to have the PO dispatched (required for all Spectrum POs). Also, be sure to forward a copy of the documentation to Purchasing for their records.
  - Deliver full documentation to Disbursement (Wire Transfer Request Form with original signatures of approval, and all payment documentation attached) by the close of business on Friday, 12/11/15, to ensure payment is made and recorded by 12/18/15.
  - Requests for the Wire Transfer form should be emailed to accounts payable@gsu.edu. Disbursements will only send the form to staff email accounts.
  - Instructions for completing the Wire Transfer Request form can be found using the following link: [http://tools.finance.gsu.edu/files/gravity_forms/4-8e07dc847fdf28f377a979c5da20e99e/2013/06/WireTransferRequestRequirementAndInstruction.pdf](http://tools.finance.gsu.edu/files/gravity_forms/4-8e07dc847fdf28f377a979c5da20e99e/2013/06/WireTransferRequestRequirementAndInstruction.pdf)