



Accounts Payable check runs are normally scheduled on the 2nd and 4th week of each month...exceptions may occur.

In order to ensure payments are processed by due dates, invoices should be approved and forward to the Finance in timely manner. The following information is required for all payment requests:

- Invoice/receipt detail must be provided.
- Each invoices/receipts must have a budget manger approval signature.
- Vendor statements are not accepted for payment requests.
- Request for travel reimbursement must include an itinerary, agenda or program from the event/conference.
- Budget numbers must be provided.