

Accounts Payable puts every effort into meeting your requests and deadlines. However, it is the responsibility of the requestor to make sure to provide the appropriate supporting information and documentation when submitting a special payment request. Failure to provide the required forms and documentation will result in your check request being denied.

Checks and ACH payments are processed twice each week on TUESDAY and THURSDAY mornings. In order for a check to be processed, all documents must be received in Accounts Payable on or before 1:00 pm prior to the check day. In the event that a scheduled check run falls on a holiday, Accounts Payable will NOT run checks until the next scheduled day.

Accounts Payable also processes some special type checks on an approved basis. The following are some valid reasons of the necessity for requesting a special check, but are not limited to these examples.

HOLD CHECK FOR PICK UP:

- A legal contract states the check will be provided at time of service
- A special ceremony involving student awards or stipends being given out
- Contractors or vendors requiring payment prior to or immediately after service

EMERGENCY CHECK:

The Accounts Payable Department will issue a check outside the standard processing schedule for **emergency** situations only. Prior to requesting an emergency check, departments should **make sure that the request is an emergency and that it cannot wait to be processed until the next normally scheduled check run**. If an Emergency check is required, the Emergency Check Request Form must be completed and submitted to the Associate Vice President of Finance & Business Services with the supporting documentation for approval. The form can be found on the Accounts Payable website.