

Check Run Deadlines - Accounts Payable

Checks are run twice a week each **TUESDAY** and **THURSDAY**. In the event that a scheduled check run falls on a holiday, Accounts Payable will **NOT** run checks until the next available date.

PAYMENT TERMS:

- Vendor Invoices are paid **Net 30** unless otherwise indicated on purchase order or rush request
- Employee Reimbursements & Local/Long Distance Travel, Honorarium, Utilities – **net 10 days** of receipt
- Other payment terms based on the contract

Submission Deadlines:

Accounts Payable puts every effort into meeting your requested deadlines. However, **it is the responsibility of the requisitioner to make sure that the invoice or requests are approved, appropriate supporting documentation is attached and a purchase order is assigned to your requisition prior to the submission deadline.** Again, failure to comply with these requests may result in your check not being printed.

Emergency OR Rush Check Procedures

- (1) Contact the Accounts Payable office prior to check run.
- (2) Hand carries the check request to the Accounts Payable dept for Direct Payments under \$1,000.00 or Procurement for vendor invoice payments over \$1000.00 that requires a purchase order.
- (3) Have all paperwork completed
 - a. appropriate signatures, account numbers and budgetary funds available
 - b. invoice, contract, honorarium or distant travel form
 - c. completed W-9 for honorarium, consultant payments or vendors that are not incorporated and provide a service for the college.
 - d. purchase order number
 - e. original supporting documentation
- (4) If this is a new request and requires a purchase order then follow the Procurement process.
- (5) All rush requests will be reviewed by the Accounts Payable Manager to determine if an emergency check is warranted.

Rush Check Deadlines

Rush Checks for vendor invoices, check request forms, employee reimbursements, local, and long distance travel requests **must** be submitted to Accounts Payable **no later than 1:00 p.m.** on **MONDAY** and **WEDNESDAY** before each check run cut off deadline. The Accounts Payable department needs adequate time to review the documentation and prepare for payment.

DISPOSITION OF CHECK:

- The Office of Business Services will mail all checks. **If you have special instructions or need the check held for pickup please indicated this on the paperwork.** Checks are not printed in the Accounts Payable department. They are printed in another area of the Office of Business Services. Upon completion of the check run, you will be notified if you have provided special instructions for the check.