

## **ACCOUNTS PAYABLE WEEKLY DEADLINE FOR INVOICES, RFP'S, AND TRAVEL REIMBURSEMENTS**

**Accounts Payable payment cycles occur on Thursdays. In order to get an Invoice, RFP, or Travel Reimbursement into a Thursday payment cycle it must be received by the Accounts Payable Department no later than the Friday before the Thursday payment cycle. Payments cannot be generated without appropriate Budget Manager authorization or if documentation is incomplete, incorrect receiving, cost tolerance or available funds exceptions are created when documents are processed.**

**For example, if payment is needed on an Invoice/RFP/Travel Reimbursement and the next payment cycle is Thursday June 24, 2021. It would have to be received by the Accounts Payable Department by Friday June 18, 2021. Keep in mind it must have appropriate Budget Manager authorization, complete documentation, correct receiving, no cost exceptions, and no available fund exceptions in order to get paid on the Thursday payment cycle.**