



## **A/P Payment Processing Details**

### **Check Requests**

Check Requests are used to request payment for a product or service purchase that was not pre-approved through the issuance of a Purchase Order. To ensure each Check Request is processed as expediently as possible, please be sure the Check Request is completed thoroughly and accurately, being particularly certain that all appropriate approval signatures are included.

Please note:

- Check Requests received in the Financial Affairs Office on or before Monday at 5pm will be included in the Friday check run of the SAME week.
- Check Requests received in the Financial Affairs Office *after* Monday at 5pm will be included in the Friday check run of the NEXT week.

### **Expense Reimbursement Requests (ERR)**

Expense Reimbursement Requests are used to request reimbursement for travel related expenses that are incurred by an employee. To ensure each ERR is processed as expediently as possible, please be sure the ERR form is completed thoroughly and accurately, being particularly certain that all appropriate approval signatures are included.

Please note:

- Expense Reimbursement Requests received by the Financial Affairs Office on or before Monday at 5pm, will be processed the same week.
- Expense Reimbursement Requests received by the Financial Affairs Office after 5pm on Monday will be processed the following week.

Payment of Expense Reimbursement Requests can be made by check or ACH. However, in order to streamline the payment process, we strongly encourage all employees to accept payment by ACH. **In order to receive payment by ACH, an employee must submit a Direct Deposit for Expense Reimbursement form to the Accounts Payable staff in the Financial Affairs Office.**

ACH payments should settle in the employee's account on Friday. Check payments will be mailed on Friday.

## **Rush Requests**

Occasionally, urgent situations occur which justify deviation from the normal payment processing policy. On those rare occasions, a faster turn-around can be requested by completing a Rush Check Request form and attaching it to the completed Check Request form.

## **Forms**

Forms, including Check Requests, Employee Reimbursement Requests, Direct Deposit for Expense Reimbursement and Rush Check Requests, can be found in the Common Forms section of the Financial Affairs Office web page or by following the link below.

[http://www.georgefox.edu/offices/fin\\_affairs/FORMS.html](http://www.georgefox.edu/offices/fin_affairs/FORMS.html)

Please be sure to use the most current version of the forms.