

With the holidays quickly approaching, the Finance Department would like to bring to your attention the schedule for processing Check Requests and Expense Reimbursement Requests to accommodate the short holiday weeks:



Thanksgiving:

For Check Requests or Expense Reimbursement Requests received in the Finance Department Wednesday, November 16th- Monday, November 21st, the check will be ready Wednesday, November 23rd.

For Check Requests or Expense Reimbursement Requests received Tuesday, November 22nd - Wednesday, November 23rd, the check will be ready on Friday, December 2nd.



Christmas:

For Check Requests or Expense Reimbursement Requests received in the Finance Department the week of Wednesday, December 14th- Tuesday, December 20th, the check will be ready Thursday, December 22nd.

For Check Requests or Expense Reimbursement Requests received on Wednesday, December 21st - Thursday, December 22nd, the check will be ready Friday, December 30th.



New Year's:

For Check Requests or Expense Reimbursement Requests received in the Finance Department Wednesday, December 28th - December 30th, the check will be ready Friday, January 6th.

For those of you who are more matrix oriented, below please find a more concise version of the Finance Department holiday check processing schedule:

Holiday	Received in Finance	Check Ready:
 Thanksgiving	November 16th - 21st	November 23rd
	November 22nd - 23rd	December 2nd
 Christmas	December 14th - 20th	December 22nd
	December 21st - 22nd	December 30th
 New Year's	December 28th - 30th	January 6th