Paper and online payment documents, including invoices and requests for scrip must be received in Disbursements by the following dates.

Payment documents dated prior to July for Fiscal Year 2011/2012 business must be marked “July Business” in red by the department.

### DISBURSEMENTS MUST BE RECEIVED BY

#### Invoices and Other Billings
- Invoices (PO’s under $10,000 starting with 1, 2 or 3) 6/24
- Freight 6/24
- Invoices (utilities & non campus purchase order related) 6/24
- Petty cash schedule 6/24
- Requests for payment & check adjustments 6/24
- Approved Invoices (High Value PO greater than $9,999, starting with 1) 6/24

1NOTE: Invoices greater than $9,999, when sent to the department for approval signature, will have a “Received Date” attachment included. Departments need to document the date the item or service was received on the attachment, and return everything to Disbursements for processing by 6/24.

#### Payment Authorization processed by Disbursements
- Payment Authorization 6/24

NOTE: Please refer to the [Travel Fiscal Closing Dates](#) page for deadlines for Mileage and entertainment reimbursements processed by Travel

#### Scrip
- Scrip (requests for issuance of scrip) 6/24

#### Express Card
- Transaction files received from US Bank generating an email on July 2 or earlier, will post to the June operating ledger.
- Transactions with an IFIS post date through July 14 will post to the June ledger. Corrections to these transactions must be made by noon on July 14.

#### Marketplace
- Invoices associated with a PO that begins with a 9 will post to the ledger based on the transaction date the invoice is successfully loaded in IFIS.
- For invoices over $9,999 approved through the workflow process, indicate when the item was received in the Comments section of the workflow step.

#### Accounts Payable Files
- Electronic files received by ACT from departments through July 14.

Questions – contact the [Disbursements](#) expert by process