

Disbursements

Policy 501.9

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Payments/Deposits

4.1.1 Payment of University obligations are scheduled to deliver prompt reimbursement to all vendors when a transaction has been properly completed. The University schedules payments of obligations in a manner to take advantage of all available discounts and closely monitors actual due dates on invoices to avoid premature payments.

4.1.2 Deposits for statutory withholdings from employees' pay will be made no later than the official deadline and no earlier than one working day prior to the official deadline.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates