



JANUARY 2008

Disbursement Payment Schedule

FINANCIAL OPERATIONS
Office of Disbursements
P O Box 4030
Atlanta, GA 30303

In Person:

Disbursements Window
Sparks Hall
Suite 400A

Window Hours: 9:00 AM - 5:00 PM M-F
Phone: (404) 413-3040 Customer Svc
Fax: (404) 413-3045

Staff Contacts:

<http://www2.gsu.edu/~wwwfas/FinancialOperation/FinancialStaff.htm>

HAPPY NEW YEAR!!

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
week 1			1 New Years Day	2 Electr. Fund Transfer	3 Electr. Fund Transfer AP - Check Run Student Accts. Paymts GSURF Payments	4 Electr. Fund Transfer AP - Check Run	5
week 2	6	7 Electr. Fund Transfer	8 Electr. Fund Transfer AP - Check Run Student Accts. Paymts	8 Electr. Fund Transfer	10 Electr. Fund Transfer AP - Check Run Student Accts. Paymts GSURF Payments	11 Electr. Fund Transfer	12
week 3	13	14 Electr. Fund Transfer AP - Check Run	15 Electr. Fund Transfer Student Accts. Paymts	16 Electr. Fund Transfer AP - Check Run	17 Electr. Fund Transfer Student Accts. Paymts GSURF Payments	18 Electr. Fund Transfer AP - Check Run	19
week 4	20	21 M. L. King Day	22 Electr. Fund Transfer Student Accts. Paymts	23 Electr. Fund Transfer AP - Check Run	24 Electr. Fund Transfer Student Accts. Paymts GSURF Payments	25 Electr. Fund Transfer AP - Check Run	26
week 5	27	28 Electr. Fund Transfer	29 Electr. Fund Transfer AP - Check Run Student Accts. Paymts	30 Electr. Fund Transfer	31 Electr. Fund Transfer AP - Check Run Student Accts. Paymts GSURF Payments		

- * Please allow 5 business days for payment processing (after submission of documentation to Disbursements). (Email finjmp@langate.gsu.edu with Special Requests, or call Disbursements Customer Service at (404) 413-3040).
- * Electronic Funds Transfer (Direct Deposit) is processed daily, usually by 1 PM. Allow 2 days for funds availability.
- * AP Checkruns (Physical Checks) are processed at the end of the day and mailed within 2 days (Check pick-up must be approved **in advance of document receipt**. Email finjmp@langate.gsu.edu with request for check pick-up. Include voucher number, vendor name and reason for the request).