



MARCH 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>

IMPORTANT REMINDER

FRIDAY, MARCH 7, 2008

The Office Of Disbursements will
 Close at 11 AM for a Staff Retreat

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
week 1	2	3 Electr. Fund Transfer AP - Check Run	4 Electr. Fund Transfer AP - Check Run Student Accts. Paymts	5 Electr. Fund Transfer	6 Electr. Fund Transfer AP - Check Run Student Accts. Paymts GSURF Payments	7 Office of Disbursements closes at 11 AM for a Staff Retreat	1/8
week 2	9	10 Electr. Fund Transfer AP - Check Run	11 Electr. Fund Transfer Student Accts. Paymts	12 Electr. Fund Transfer AP - Check Run	13 Electr. Fund Transfer Student Accts. Paymts GSURF Payments	14 Electr. Fund Transfer AP - Check Run	15
week 3	16	17 Electr. Fund Transfer AP - Check Run	18 Electr. Fund Transfer Student Accts. Paymts	19 Electr. Fund Transfer AP - Check Run	20 Electr. Fund Transfer Student Accts. Paymts GSURF Payments	21 Electr. Fund Transfer AP - Check Run	22
week 4	23	24 Electr. Fund Transfer	25 Electr. Fund Transfer AP - Check Run Student Accts. Paymts	26 Electr. Fund Transfer	27 Electr. Fund Transfer AP - Check Run Student Accts. Paymts GSURF Payments	28 Electr. Fund Transfer	29
week 5	30	31 Electr. Fund Transfer AP - Check Run					

- * 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).