



# SEPTEMBER 2007

## 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>

|        | Sun   | Mon   | Tue  | Wed   | Thu  | Fri   | Sat |
|--------|-------|---|--|---|--|---|-----|
| week 1 |       |   |  |   |  |   | 1   |
| week 2 | 2     | 3<br><b>Labor Day</b><br>Official Holiday<br>Bank Holiday | 4<br>Electr. Fund Transfer<br>AP - Check Run                           | 5<br>Electr. Fund Transfer                    | 6<br>Electr. Fund Transfer<br>AP - Check Run<br>Student Accts. Paymts<br>GSURF Payments  | 7<br>Electr. Fund Transfer                    | 8   |
| week 3 | 9     | 10<br>Electr. Fund Transfer<br>AP - Check Run             | 11<br>Electr. Fund Transfer<br>Student Accts. Paymts                   | 12<br>Electr. Fund Transfer<br>AP - Check Run | 13<br>Electr. Fund Transfer<br>Student Accts. Paymts<br>GSURF Payments                   | 14<br>Electr. Fund Transfer<br>AP - Check Run | 15  |
| week 4 | 16    | 17<br>Electr. Fund Transfer                               | 18<br>Electr. Fund Transfer<br>AP - Check Run<br>Student Accts. Paymts | 19<br>Electr. Fund Transfer                   | 20<br>Electr. Fund Transfer<br>AP - Check Run<br>Student Accts. Paymts<br>GSURF Payments | 21<br>Electr. Fund Transfer                   | 22  |
| week 5 | 23/30 | 24<br>Electr. Fund Transfer<br>AP - Check Run             | 25<br>Electr. Fund Transfer<br>Student Accts. Paymts                   | 26<br>Electr. Fund Transfer<br>AP - Check Run | 27<br>Electr. Fund Transfer<br>Student Accts. Paymts<br>GSURF Payments                   | 28<br>Electr. Fund Transfer<br>AP - Check Run | 29  |

- \* Please allow 5 business days for payment processing (after submission of documentation). (Email [finjmp@langate.gsu.edu](mailto: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 fund 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](mailto:finjmp@langate.gsu.edu) with request for check pick-up. Include voucher number, vendor name and reason for the request).