



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>

TIP OF THE MONTH:

Is your department processing multiple payments to a single vendor? If so, you can save GSU money and increase accounting efficiency by asking your vendor to sign up for Electronic Fund Transfer (EFT). The vendor will receive payment directly to their bank account, and they will receive a EFT Advice in the mail from Disbursements. For Details, click the link:

<http://www2.gsu.edu/~wwwspc/Forms/EFInformationForm.doc>

The completed form is sent to Purchasing.

OCTOBER 2007

Disbursement Payment Schedule

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