**A Message from the Controller’s office:**

Effective immediately the following policies and procedures will go into effect:

* All accounts payable checks will be mailed directly from the Accounts Payable Office
	+ Check pickup will no longer be available.
		- Please make sure when entering invoices into WebAdvisor that addresses are correct and if not¸ please contact Angelina Bates (X8361) for assistance.
		- Employees – please go into WebAdvisor and enter your bank information so an e-check can be processed instead of a physical check
			* If a paper check is printed¸ it will be mailed to the address on file
		- Vendors – Departments that are working directly with suppliers can provide the attached form so the vendor can sign up for e-check, which reduces mailing delays.
* Petty cash will not be available.
	+ If purchases need to be made that require reimbursement¸ a request for payment will need to be processed through WebAdvisor
	+ Please sign up for e-check for faster payment processing
* Paper time sheets need to be emailed to the respective person listed below:
	+ Work study – Ashley Chiodo
	+ Temporary and hourly payroll – Kristen Schuey
* Payroll paper checks for employees will continue to be mailed
* Student checks can still be picked up in the Butler Building – Customer Service