**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