

## 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 will also be mailed – Students are encouraged to sign up for direct deposit.