

## **A/P Payment Processing Details**

### **Check Requests**

Check Requests are used to request payment for a product or service purchase that was not pre-approved through the issuance of a Purchase Order. To ensure each Check Request

ACH payments should settle in the employee's account on Friday. Check payments will be mailed on Friday.

## **Rush Requests**

Occasionally, urgent situations occur which justify deviation from the normal payment processing policy. On those rare occasions, a faster turn-around can be requested by completing a Rush Check Request form and attaching it to the completed Check Request form.

## **Forms**

Forms, including Check Requests, Employee Reimbursement Requests, Direct Deposit for Expense Reimbursement and Rush Check Requests, can be found in the Common Forms section of the Financial Affairs Office web page or by following the link below.

[http://www.georgefox.edu/offices/fin\\_affairs/FORMS.html](http://www.georgefox.edu/offices/fin_affairs/FORMS.html)

Please be sure to use the most current version of the forms.