**Payment Processing**

In an effort to ensure that we have adequate time to pay vendors weekly we will be using the following guidelines established January 2010.

* Completed invoice/purchase order packets are due to Finance by **noon on Wednesday**.
* Checks will be processed and mailed each Friday.
* If we do not have the invoice/purchase order packets by the deadline they will be paid on the following Friday. **NO Exceptions**.
* Vendors are not allowed to pick up checks from any office. They must be mailed to vendor address. Exception include catering checks, but the noon deadline does apply to these checks.