



WAYNE STATE
UNIVERSITY
DISBURSEMENTS DEPARTMENT

To: All WSU Departments
From: Bryan Atkinson, Director – Disbursements Department
Subject: Document Processing for Calendar Year End December 31, 2010
Date: December 6, 2010

As we prepare for the upcoming holiday closure, it is our goal to process all required payments by December 23, 2010. To provide timely service to the University community, as well as our vendors, we are requesting University departments to assist us by adhering to the following document deadlines.

Please forward documents to Disbursements (4100 A/AB) no later than 1:00 p.m. as follows:

PO Related Invoices - Monday, December 13, 2010
(Receivers must be completed in Banner no later than Wednesday, December 15, 2010)

TAER Forms - Tuesday, December 14, 2010

SPA Forms - Wednesday, December 15, 2010

Please ensure transactions have appropriate documentation and all necessary follow-up and approvals are completed to facilitate payment prior to closure. Disbursements will make every reasonable attempt to work with your area to complete these transactions. Unfortunately, due to the high volume involved, we may not be able to process documents received after the above listed dates prior to closure.

Should you have any questions or concerns regarding this memorandum, please feel free to contact me at 7-6613 or any of the members of the Disbursements management team:

- Julie Randall, Department Manager 7-0436
- Cynthia Mason, SPA Supervisor 7-6612
- Alvira White, Travel Supervisor 7-6610
- Tya French, Interim PO Supervisor 7-1697

However, if a critical situation arises after the deadlines noted above, please contact me directly to discuss the options for resolution.

Thank you for your assistance and Happy Holidays from Disbursements.