

## Holiday Recess Processing Deadlines

To ensure that your transactions are processed before the December holiday recess, please note the following critical dates:

### **December 12 (noon):**

- Purchase Requisitions (Paper)

### **December 17 (3:00 p.m.)**

- All Invoices, PO and OK2Pay
- Vendor Setup Requests (submit to Vendor Compliance Unit: [vcu@yale.edu](mailto:vcu@yale.edu))
- Petty Cash
- Check Requests

### **December 22:**

- For invoices on hold, invoices must be approved via A/P Worklist.

### **December 23 (a.m.):**

- Last Check run
- Closing out in Accounts Payable

***In order to process transactions by these dates, transactions must be legible and free of errors.***

***All Procurement departments (which include Accounts Payable, Purchasing Services, P-Card Office and Electronic Commerce Services) will be closed for the holiday recess.***

***There will be no pick up or drop off of Accounts Payable transactions at the Treasury Services window (at 2 Whitney Grove) during recess.***

The Expense Management System (EMS) and Web Invoice Payment will remain available during the holiday recess. However, in order to ensure payment before Recess, all transactions must be finally approved by **December 19th**.

SciQuest will remain available during the holiday recess. However, requisitions that require review and approval by central units (e.g., radioactive or hazardous materials by OEHS; requisitions requiring Purchasing approval) will be reviewed on or after Friday, January 2, 2009. University Receiving locations are also on a reduced schedule.

***Please share this reminder with those in your department that are responsible for these transaction types.***

Please email questions or concerns to [procurement@yale.edu](mailto:procurement@yale.edu)