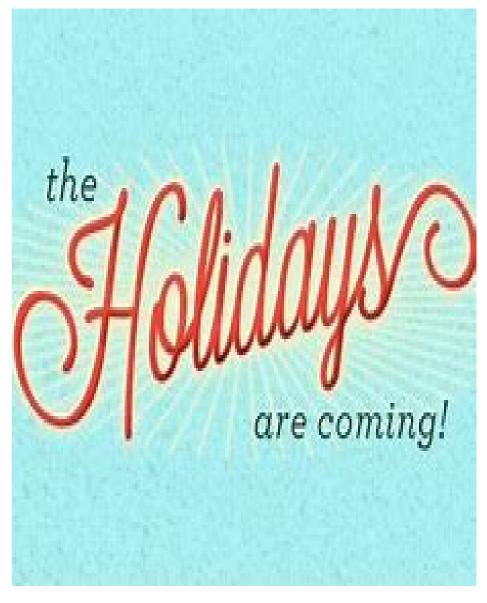
## Disbursements Holiday Schedule



Questions: Accounts.Payable@tamucc.edu

Invoice Submittal: <a href="mailto:Disburse@tamucc.edu">Disburse@tamucc.edu</a>

## **December**

Deadlines for payment before December 22, 2023 or due during the break.

Invoices due for payment should be emailed to <a href="mailed-to-block">Disburse@tamucc.edu</a> by Wednesday, </a> **December 13, 2023,** if payment is due before or during the Holiday Break.

Non-PO Based Invoices/Voucher Creates – Due to Disbursements by Monday, **December 18, 2023** 

Vendor Set ups – need to be uploaded to the Vendor Set Up Document Upload by **December 07, 2023, if needed for a payment.** 

Foreign Vendor Set up and Concur set up need to be into <a href="VendorCare@tamucc.edu">VendorCare@tamucc.edu</a> by <a href="December 11">December 11</a>, 2023

Processing of items received after the deadline will begin on **January 2, 2024.**