

Disbursements Holiday Schedule



December

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

Invoices due for payment should be emailed to Disburse@tamucc.edu by Wednesday, **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 VendorCare@tamucc.edu by **December 11, 2023**

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

Questions: Accounts.Payable@tamucc.edu

Invoice Submittal: Disburse@tamucc.edu