Disbursement's Holiday Schedule



Questions: Accounts.Payable@tamucc.edu

Invoice Submittal: Disburse@tamucc.edu

November

Deadlines for payments on PO's and Non-PO's before the Thanksgiving Break on Nov 26-27, 2026

Invoices due for payment should be emailed to Disburse@tamucc.edu by **Tuesday, November 17, 2026** if payment is due before or due during the break.

Non-PO's or Voucher Creates due to Disbursements by **Thursday, November 19, 2026** if due before or during the break.

December

Deadlines for payments on PO's and Non-PO's before or during Christmas Break on December 24, 2026 – January 1. 2027

Invoices due for payment should be emailed to Disburse@tamucc.edu by **Friday, December 11, 2026,** if payment is due before or during the Holiday Break.

Non-PO Based Invoices/Voucher Creates – Due to Disbursements by **Wednesday, December 16, 2026**

Vendor Set ups – need to be submitted to the Vendor Supply Portal by **Friday, December 04, 2026, if needed for a payment before the break.**

Foreign Vendor Set up and Emburse set up need to be into VendorCare@tamucc.edu by **Wednesday, December 9, 2026**

Processing of items received after the deadline will begin on **January 4, 2027. First payments will process January 5, 2027.**