

Season's Greetings from the **A**ccounts **P**ayable Team!

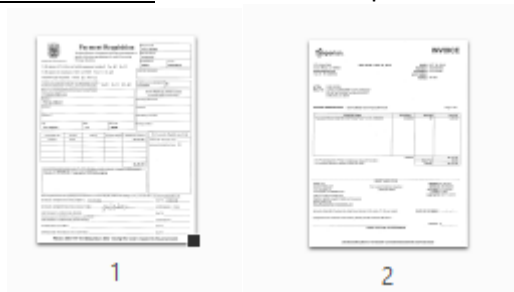
New Process Changes Effective January 1st

- Each payment request must refer to only one invoice (i.e. no more including multiple invoices on the same payment request form).
- Expense Reimbursement forms are for employee reimbursements only. All other reimbursements must be submitted via a payment request form.

Note: Payment requests submitted to A/P that do not conform to the above guidelines will be returned to the department for revision and resubmission.

Important Reminders

- Submit no more than three payment requests per email to Accounts-Payables@luc.edu.
- Payment requests must be approved and include documentation to support the payee and amount. Note: two signatures are **required** for requests over \$5,000.
- Each payment request and its supporting documentation (invoice, email, etc) should be submitted in one PDF attachment. Please see example below.



- ACH is the preferred method of payment for all requests. Please encourage your vendor to sign up for ACH payment.
- Sensitive information, such as W-9 forms or banking details, should be sent to Accounts Payable via [Loyola Secure Transfer](#).
- Loyola University, including the Accounts Payable office, will be closed from Dec 22nd – Jan 1st in observance of the holidays.

Upcoming Email – Banking Details Verification

- If you are an active employee who is also an active vendor with Accounts Payable, you may receive an email from A/P in the near future asking you to verify that the ACH banking information on file with A/P is correct. This email will come from accounts-payables@luc.edu. Please be assured the email will NOT include full banking details, nor will it ask you to submit banking details via email.

Wishing you and yours a very happy holiday season,
Loyola Accounts Payable Team

