
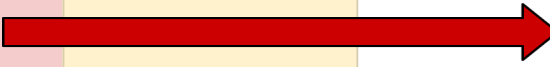



Payment of invoices and reimbursements/advances are prioritized by:

- Reimbursements/Advances
- Past due/due invoices
- Discounts on payments
- Net terms (will make payment just prior to due date)

| Monday  | Tuesday  | Wednesday  | Thursday  | Friday  |
|---|--|--|---|---|
|   |  | 5:00 pm- Completed documents into Service Center (Monday or Friday Closure)  | 5:00 pm- Completed documents into Service Center (No Closure) |  |
|   |  |    |   |   |
|  | <b>Direct Deposit/Check-run*</b><br>If Direct Deposit, available 2 - 3 business days.<br><br>If Check, mailed or held for pick-up in Service Center, usually available after 2 pm. | <b>HigherOne Processing**</b><br>If HigherOne Account, available same day in afternoon.<br><br>If Direct Deposit, available 2 - 3 business days. |   |   |

\* For all accounts payable documents, excluding student reimbursements and advances. Run in the morning.

\*\* For all student reimbursements and advances. Run in the morning.