



Expedited Payment Instructions

Introduction:

Accounts Payable's (AP) average payment processing time is 20 to 30 business days. Although payments are often issued quicker than this timeframe, requests with strict deadlines or requiring payment in fewer than 20 business days may need to be expedited.

Fees/Timing:

Expediting a payment is oftentimes necessary, however the process is very inefficient. Rather than allowing the request to follow the established process, an expedited request is put ahead of all others and manually monitored through each review step. A fee is required to help offset the cost of this labor-intensive effort.

Expedite Type	Cost	Payment Timing (if below procedure is followed)
Next Day	\$12	AP processing complete with the payment typically available by mid-day the next business.*
Same Day	\$24	AP processing complete with the payment typically available by the end of the business day.*

*Requests for recurring payments (like those for Scholarship/Fellowship) will still be monitored and rushed, but processing will take at least 5 days due to their complicated set-up.

The requestor should consider vendor payment terms. If payment terms need modification to allow expediting, this should be noted on the request. Expediting a payment will not automatically override established terms.

AP will proactively communicate requirements for expedited requests, but can't be responsible for delays caused by sources outside of its control.

Deadline/Process:

Expedite requests must be received in AP with an expedite fee chartfield, complete documentation, and all required departmental approvals by 1:00 PM.

- In ePR departments must select the expedite option via the "Handling Fee" field. For wire transfers, UShop invoices and other payment mechanisms, only a billing chartfield and expedite type are required.
- Expedite requests submitted by email, must include, IN THE SUBJECT LINE, an indication of urgency and expedited status. Indicating this in the body of the email is not effective. For example, "RE: Payment for vendor xxx EXPEDITE".

Important Notes:

- Add one business day to timing for requests submitted after the 1:00 PM deadline.
- Add one business day to timing for *incomplete* requests submitted *before* the 1:00 PM but *not* addressed prior to the 1:00 PM deadline.
- Expedited payments with US Mail indicated for handling will go out with usual mail service. The expedited process does not provide expedited shipping.
- If "Hold for Pick-up (HP)" is indicated, the department is responsible for keeping track of the request using the Voucher and Payment Search tool in CIS. No mechanism exists to allow AP to easily provide notification that a check is ready for pickup.
- University holidays or closure days are not "business days" and will extend the processing timeline.

Accounts Payable

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