

Procurement  
**Holiday Recess Processing Deadlines**

### **Holiday Recess Processing Deadlines**

To ensure that your transactions are processed before the December holiday recess, please note the following critical dates\*:

**December 7 :**

- Purchase Requisitions (Paper)

**December 14 (3:00 p.m.):**

- Vendor Setup Requests (submit to Vendor Compliance Unit: [vcu@yale.edu](mailto:vcu@yale.edu))
- Petty Cash
- Invoices

**December 19 (3:00 p.m.)**

- Check Requests
- For invoices on hold, an email must be received by [ap.holds@yale.edu](mailto:ap.holds@yale.edu) (if you have **not** been set up with access to the A/P Worklist tool)

**December 21 (a.m.):**

- Last Check run
- Closing out in Accounts Payable
- For invoices on hold, invoices must be approved via A/P Worklist

***In order to process transactions by these dates, transactions must be legible and free of errors.***

***Accounts Payable will be closed for the recess.***

The Expense Management System (EMS) and Web Invoice Payment will remain available during the holiday recess. However, in order to ensure payment before Recess, all transactions must be approved by **December 20<sup>th</sup>**.

SciQuest will remain available during the holiday recess. However, requisitions that require review and approval by central units (e.g., radioactive or hazardous materials by OEHS; requisitions requiring Purchasing approval)) will be reviewed on or after Wednesday, January 2, 2008.

Please share this reminder with those in your department that are responsible for these transaction types.