

Disbursement's Holiday Schedule

November

Deadlines for payments on PO's and Non-PO's before the Thanksgiving Break on Nov 28-29, 2024

Invoices due for payment should be emailed to Disburse@tamucc.edu by **Wednesday, November 20, 2024** if payment is due before or during the break.

Non-PO's or Voucher Creates due must be submitted in Islanderbuy by **Thursday, November 21, 2024** 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, 2024 – January 2, 2025

Invoices due for payment should be emailed to Disburse@tamucc.edu by **Friday, December 13, 2024**, if payment is due before or during the Holiday Break.

Non-PO Based Invoices/Voucher Creates – Due to Disbursements by **Wednesday, December 18, 2024**

Vendor Set ups – need to be submitted to the Vendor Supply Portal by **Friday, December 06, 2024**, if needed for a payment before the break.

Foreign Vendor Set up and Concur set up need to be into VendorCare@tamucc.edu by **Wednesday, December 11, 2024**

Processing of items received after the deadline will begin on

January 2, 2025.



Questions: Accounts.Payable@tamucc.edu

Invoice Submittal: Disburse@tamucc.edu