



Standard Administrative Procedure (SAP)

21.01.03.L0.01 Disbursement of Funds/Payments

First Approved: September 1, 2010
Revised: January 6, 2015
May 30, 2019
Next Scheduled Review: May 30, 2024

Procedure Statement and Reason for Procedure

The purpose of this SAP is to establish guidelines for the Texas A&M International University (TAMIU) Accounts Payable Department's payment disbursement process.

Procedures and Responsibilities

1. PROCEDURES

- 1.1 All vendors will be strongly encouraged to submit a [Vendor Direct Deposit Authorization](#) form for payments by ACH Credit. The payment will be deposited to the vendor's assigned bank account on the invoice due date or after services are rendered and/or goods are received. Departments will need to include information on the L-doc or purchase requisition as to when the services are due to be completed so that the appropriate date for disbursement is scheduled. The Accounts Payable Department will contact the department to verify services have been rendered or goods have been received.
- 1.2 Vendors that have not submitted a [Vendor Direct Deposit Authorization](#) form will be paid by check, but should allow an additional 10-14 days for processing.
- 1.3 Vendor checks will be mailed to the vendor's address on file, except for checks with addresses in Mexico which will be sent via an expedited delivery service and charged to the department requesting the payment.

- 1.4 Only checks payable to a vendor for purchase of gift cards or postage will be released to TAMIU personnel. Under rare circumstances, the Vice President for Finance and Administration and CFO (Chief Financial Officer) may authorize the release of a check to TAMIU personnel for other payments.
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Related Statutes, Policies, Regulations, or Rules

[System Regulation 21.01.03, Disbursement of Funds](#)

Definitions

ACH Credit - Automated Clearing House (ACH) is an electronic network for financial transactions in the United States. ACH processes large volumes of credit and debit transactions in batches. ACH credit transfers include direct deposit payroll and vendor payments.

Contact Office

Office of Budget, Payroll, and Fiscal Analysis (Accounts Payable), 956-326-2817