

BUSINESS AFFAIRS MEMORANDUM 2008-06

TO: All Departments

FROM: Gregory M. Lovins
Interim Vice Chancellor for Business Affairs

DATE: June 18, 2008

REFERENCE: Payments from Accounts Payable to Employees

Starting June 19th, 2008, all payments made to employees through Accounts Payable, such as expense reimbursements, will be direct deposited for employees who are on direct deposit for payroll. The same account(s) used for your payroll direct deposits will be used for these payments. You will be notified via email when payment has been transmitted to your bank. This email will contain the amount of the payment and a brief description of the item(s) that make up the payment.

Reimbursements deposited directly into bank accounts will enable employees to receive their funds faster and easier while helping to make ASU a greener campus by not printing the thousands of checks that are processed through Accounts Payable every year.

If you do not receive your paycheck through direct deposit, but wish to do so, please contact the Office of Human Resource Services.

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