



Topic: Daily Check Processing

What's Changing?

Effective 9/1/25, **Accounts Payable will process checks daily at 1:30 p.m.** (vs. every Thursday).

Why is it changing?

The new process will:

- Decrease late fees incurred due to the vendor not receiving their check by their due date
- Increase the chances of meeting the invoice deadlines, for vendors that offer prompt pay discounts

New Process:

[Submit the invoice payment request](#) as usual and the check will be processed and mailed according to the invoice due date. If you need a check sent back to you:

- [Submit a payment request](#), select "Hold for Pickup". *(This will trigger the check to be segregated from the other checks and mailed back to Emory.)*
- Submitter(s) will be notified via email once their check is ready and available for pickup.
- Checks can be picked up at 1599 Clifton Road NE, reception desk.
- The requestor or other designated person may pick up the check. Identification is required.

Questions?

Please contact emoryfsc@emory.edu.