

Direct Deposit of Purchase and Travel Reimbursements Instructions

April 1, 2002

Financial Services is pleased to announce the option of sending your Purchase and Travel reimbursements by direct deposit to your checking or savings account. This will be a true convenience for anyone that receives reimbursements on a regular basis. This will save you the hassle of having to go to the bank during your busy schedules. Please follow these steps:

- Enroll for direct deposit reimbursements by going on-line to the following website <http://www7.tamu-commerce.edu/fiscal/AccountsPayable/forms/direct-deposit.pdf>
 - 2nd page of the form includes instructions
 - Please complete the form on line, print out, sign in ink and return to Accounts Payable, attention Carol Arrington, Financial Services, Accounts Payable
 - Yes, you must complete this form even though you may use direct deposit for Payroll
 - Your vendor number will have a new mail code established by Accounts Payable. The address line will state "ACH". No bank information will be available for inquiry users.
 - Inform your departmental bookkeeper that you want your next reimbursement to be direct deposited and to use your new mail code.
- An e-mail notification of your reimbursement will be sent from Accounts Payable
 - The email message will inform you of the direct deposit
 - You should verify the deposit with your bank
- If you do choose not to receive email notification of direct deposit reimbursement you may look at FAMIS screen 162:
 - Type in your vendor number, tab over to ALL and type in "Y"
 - Place an "X" by the voucher number that represents a direct deposit reimbursement and press enter
 - This will take you to screen 168 to view the day direct deposit (ACH) was processed

If for some reason you have an emergency that requires a check to be cut immediately, you will need to use the mail code that is not set up for direct deposit.

We look forward to implementing this new feature for all of our employees. Please feel free to contact Carol Arrington at 886-5213 or Carol_Arrington@tamu-commerce.edu if you have any questions.