

Special Handling Fees for Non-payroll Rush Payment Requests

Due the amount of effort involved on their part, the Accounting office will implement charges for rush payments effective July 1, 2007. Please read below carefully as these charges will effect our department as follows:

NEW DEPARTMENT POLICY: Rush requests for checks for subject reimbursement

If you request a rush check from the Financial Area, there is a \$5 pick up fee **and** a \$7 fee for next day/\$10 fee for same day processing. In order to have a rush request processed, you must pay for this charge (\$12 or \$15) with a check made out to UC Regents in advance. Due to federal regulations and A21 guidelines, the rush charges cannot be charged against the research grants that the subject payments are being reimbursed for. You can avoid this rush charge by planning ahead for subject payments and submitted a check request in advance or paying expenses out of pocket and then submitting the required paperwork for reimbursement.

If you do not pay for the rush fee in advance, the Financial Staff will not process your request as rush but as a regular check request (estimated time for check availability is approximately two weeks).

More information regarding the fees for payment processing can be found here:

<http://www.bfs.ucsb.edu/accounts-payable/other-services/rush-checksspecial-handling>