



FINANCIAL SERVICES

University of Maryland, Baltimore County
Administration Building
1000 Hilltop Circle, Baltimore, MD 21250
financialservices.umbc.edu

November 20, 2024

Dear Colleagues,

As you prepare for the upcoming holiday break, please keep in mind last minute submissions to Business Services of:

- Payment Requests
- Invoices
- Travel Reimbursements
- Working Fund Requests

The above items must be received by Business Services, with all department approvals, by close of business on **Friday, December 13th** to ensure submission to the State of Maryland for payment before the end of the calendar year.

You can expect items received after this date to be processed in the new calendar year.

Thank you for your Cooperation,

Linda S. Rothfus, Manager, Business Services & AP