HOLIDAY CLOSURE
ABS and USF offices will be closed from December 24, 2013 through January 1, 2014.

DEPOSIT DEADLINE
All cash, checks and credit cards regardless of amount must be delivered by 1pm on December 16, 2013.

UNIVERSITY CASHIER HOURS
University Cashier is open Mondays through Wednesdays from 10 a.m. to 1 p.m.
Note: Drop-box is available in ABS Office for departmental deposits during regular business hours Mondays through Fridays. Please use self-sealing deposit envelope and include a completed DDR form for all drop-box deposits. These envelopes are available at the ABS reception desk.

DISBURSEMENT DEADLINES
To ensure that payment is made before the holiday closure, the following items must be fully approved by 1 p.m. on December 16:

- Concur Invoices
- Concur Expenses
- Cash Advances
- Wire Requests

Non-Concur invoices against purchase orders must be delivered to ABS by 1 p.m. on December 16.

INDEPENDENT CONTRACTORS
Please remember that if you plan to engage the services of an independent contractor, no work can begin until the individual has completed the Independent Contractor Checklist, which must be approved by the Office of Internal Audit and Tax Compliance. In addition, the worker must sign the standard Independent Contractor Agreement and provide related documentation prior to performing any services for the University. The Checklist and Agreement may be found at the following address: [http://www.usfca.edu/President/Internal_Audit/Independent_Contractors/](http://www.usfca.edu/President/Internal_Audit/Independent_Contractors/)

CHRISTMAS WISHES
May your operating funds be in the “green”,
May your restricted funds be out of the “red”,
And may USF’s bottom line always be in the “black”!
Merry Christmas and Happy Holidays!