



The Arc Central Chesapeake Region FMS Vendor Payment Information 2018

931 Spa Road, Annapolis, MD 21401

	Local	Toll-Free
FMS Phone:	410.269.1883	866.252.6871
FMS Fax:	410.269.0034	888.272.2236
Alt Fax:	410.269.0091	

Submitting Vendor Payments by Email

EMAIL	FMS FUNCTION
FMSVendorA-L@thearcCCR.org	Vendor payment requests for Participants with last names A-L
FMSVendorM-Z@thearcCCR.org	Vendor payment requests for Participants with last names M-Z
FMSMileage@thearcCCR.org	Mileage reimbursement requests (all)
VENDOR PAYMENT DOCUMENTATION	FMS FUNCTION
www.thearcCCR.org/programs-and-services/self-directed-fiscal-management-services/	The Arc CCR's website for all self-directed FMS information and forms. Be sure to check for fillable forms and updates!

Vendor Payments Processing

DEADLINE	FMS FUNCTION
12PM (noon) each Monday* *exceptions noted below	The Accounts Payable team processes weekly through Bill.com. Everything received by Monday noon is processed by the end of the week. Bill.com processes payables by check or direct deposit. <ul style="list-style-type: none"> • Vendor payments - Please submit invoices with signed vendor payment request forms. • Mileage reimbursement - Please submit signed mileage reimbursement request forms.

Vendor Payment Processing Impacted by Holidays

Vendor docs normal deadline:	REVISED DEADLINE due to holiday. Vendor docs must be received previous Friday by 12:00 PM:	Holiday impacting processing timeline:
1/1/2017	12/29/2017	New Year's Day
1/15/2018	1/12/2018	MLK Day
5/28/2018	5/25/2018	Memorial Day
7/2/2018	6/29/2018	Independence Day
9/3/2018	8/31/2018	Labor Day
11/19/2018	11/16/2018	Thanksgiving
12/24/2018	12/21/2018	Christmas