



# The Arc Central Chesapeake Region 2019 Accounts Payable Calendar and Info

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
	<a href="#">Self-Directed Services (SDS) Webpage</a>	

## Submitting Payment Requests

The Accounts Payable team accepts vendor payment requests and mileage reimbursement requests by email, fax, and mail. Please ensure payment requests are completed in full and submitted with the proper documentation, as indicated on the payment request forms. The emails below can also be used for Q&A.

EMAIL	FMS FUNCTION
<a href="mailto:FMSVendorA-L@thearcCCR.org">FMSVendorA-L@thearcCCR.org</a>	Vendor payment and mileage requests for Participants with last names A-L
<a href="mailto:FMSVendorM-Z@thearcCCR.org">FMSVendorM-Z@thearcCCR.org</a>	Vendor payment and mileage requests for Participants with last names M-Z
<a href="mailto:FMSMileage@thearcCCR.org">FMSMileage@thearcCCR.org</a>	Mileage reimbursement requests (all)

## Accounts Payable Processing

PAYMENT REQUEST DUE DATE	PROCESSING TIMELINE
<b>12PM (noon) Weekly on Mondays*</b> *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. Any payment request submitted 30 days after the date of service is payable at the discretion of the FMS.  PLEASE NOTE: Bill.com provides payment by check or direct deposit. Please see the Bill.com Info Form on our <a href="#">SDS Webpage</a> for direct deposit set-up instructions and info.

## Accounts Payable Processing Impacted by Holidays

Usual AP Processing Deadline:	**REVISED DUE DATE**			
	payment request must be received Thursday by 12:00 PM:	Payment Processed:	Holiday Impacting Due Date:	
12/24/2018	! 12/20/2018 !	12/28/2018	Christmas Eve/Christmas	
12/31/2018	! 12/27/2018 !	1/4/2019	New year's Day	
1/21/2019	! 1/17/2019 !	1/25/2019	MLK Day	
5/27/2019	! 5/23/2019 !	5/31/2019	Memorial Day	
7/1/2019	! 6/27/2019 !	7/5/2019	Independence Day	
9/2/2019	! 8/29/2018 !	9/6/2019	Labor Day	
11/25/2019	! 11/21/2019 !	11/29/2019	Thanksgiving	
12/23/2019	! 12/19/2019 !	12/27/2019	Christmas Eve/Christmas	
12/30/2019	! 12/26/2019 !	1/3/2020	New Year's Day	

**IMPORTANT: Vendor Payments and Mileage Reimbursements will be processed in accordance with the Accounts Payable Calendar. Please note that we cannot guarantee processing of payment requests submitted after the due dates/times indicated. As a result, processing may be delayed until the following week. THANK YOU!**