

How to make an urgent payment

Introduction

Finance & Procurement Services can fast-track urgent payments to Suppliers in certain circumstances.

International & Domestic “payment runs” are processed each week on a Thursday and any approved urgent payments are processed as a priority and paid within the next payment run.

Requests for urgent payments *outside* of the normal payment run require approval by the Manager, Procure to Pay and will only be made in exceptional circumstances.

Criteria for urgent payments:

- Causes Financial hardship to vendors
- Serious business disruptions (e.g. electricity cut off)
- Late fees
- Reputational damage
- Loss of funds e.g. research funding
- Major event deadlines

Procedure

Submitting an urgent payment request by email:

1. Ensure invoice complies with [ATO guidelines](#)
2. Include coding details – department and project code
3. Provide reason for urgent payment (refer to above criteria)
4. Submit to invoices@adelaide.edu.au with **URGENT** in the subject line

The email will flag with the Accounts Payable Team who will review and process the invoice as an urgent payment. Noting that Accounts Payable will only guarantee payment in the next available payment run if the Supplier is active within the Finance system (i.e. the Supplier has already been set up in the system) and all of the required information has been provided.

Payment Terms

The University’s standard trading terms are 30 days EOM, i.e. payment at the end of the month following the month that the invoice is dated (and after the invoice has been processed). Variations to these terms must be approved in advance by the Manager, Strategic Procurement, or Manager, Procure-to-Pay.

Need help?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or finprosupport@adelaide.edu.au