



THE RESEARCH FOUNDATION

*The State University of New York*

*University at Albany*

To: Deans, Directors and Department Chairs  
Principal Investigators and Project Staff

From: Sponsored Funds Financial Management

Date: January 22, 2009

Re: Automated Clearing House (ACH) Disbursement Program

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In continued efforts to improve efficiencies and cut costs the Research Foundation has made available a secure option for payment for employee reimbursements made through Accounts Payable. This Automated Clearing House (ACH) Disbursement Program, or direct deposit, will allow enrolled employees to electronically receive funds into the bank account of their choice. This process is available to both Research Foundation and State employees.

To enroll, the employee must complete the [ACH Payment Enrollment Form](#) available on the Research Foundation web page. The enrollment form is completed and submitted on line to Research Foundation Central Office staff for processing. Instructions for completing the form are also available on the web page.

Until enrollment in the ACH program is completed, payments would continue by check. It is anticipated that the enrollment process should take approximately one week. Additionally, the individual should receive notification from Central Office upon completion.

Once enrolled **all** reimbursements will be processed via this payment method. Checks will no longer be issued unless the employee was to withdraw their enrollment in the program.

Please note that enrollment in the Direct Deposit program for payroll is a completely separate process. Enrollment in such **does not** enroll personnel in the ACH program for reimbursements, nor the reverse. Likewise, any changes in banking information must be submitted to **both** programs.

In addition, we have recently been notified that the Research Foundation will be reducing the frequency with which checks are printed. Currently Accounts Payable checks are printed at Research Foundation Central Office on a daily basis. Effective January 26, 2009, check printing will occur three times a week, on Mondays, Wednesdays, and Fridays. Scheduled processing impacted by Holidays will be addressed on a case by case basis.

Given this recent announcement we encourage employees to enroll in the ACH process as those transactions will continue to occur on a daily basis.

Furthermore, we do anticipate that a similar ACH program will soon be available for vendors. We will disperse information related to this program as it becomes available.

Please share this information with your colleagues and staff as appropriate.

As always, should you have any questions or concerns related to this announcement, please do not hesitate to contact your Grant Administrator.