



OLD DOMINION UNIVERSITY

Office of Finance: COVID-19 Policies

Effective as of: March 23, 2020

Accounts Payable

- ◆ Checks are available for pickup on Tuesdays and Thursdays between 9—11 am. Contact the Accounts Payable Audit Office at lwallace@odu.edu or jwhitted@odu.edu to pick up checks. All other AP questions should be directed to the Accounts Payable staff members via email.
- ◆ All invoices should be sent to invoice@odu.edu for processing. Invoice questions should be emailed to the invoice processing team or the AP Processing Supervisor at m7johnso@odu.edu.
- ◆ Any prepayment requests should be forwarded to your Travel Team Processor via email.
- ◆ If you must cancel business travel, you must first seek waivers and refunds directly from airlines and hotels. If airlines and hotels are not issuing waivers or refunds, employees can submit expense reimbursement requests through Chrome River after the original date of travel. Contact your Travel Team Processor or the AP Travel Supervisor with any questions at travel@odu.edu.

Cashier's Office and Accounts Receivable

- ◆ The Cashiers will be in Rollins Hall to accept physical check and cash deposits on Tuesdays and Thursdays from 9 – 11 am **for Faculty and Staff ONLY**. **Note:** The outside doors of Rollins Hall remain locked, so please call 683-4910 upon arrival to be let into the building via the door closest to the Stadium.
- ◆ For credit card deposits, please continue to email all information to CashiersOffice@odu.edu.

Data Control

- ◆ There are no changes of our current practices within Data Control. Please follow existing guidelines to submit Interdepartmental Transfers (IDTs) and Accounting Service Requests (ASRs) - see *details below*. You may contact the Data Control team with questions at BannerHotline@odu.edu.
 - ⇒ IDTs: Complete the IDT Form and include Banner screenshots and other supporting documentation/emails saved as *one complete PDF Document*, then submit to IDTs@odu.edu. Simply use the "Combine Files" feature in Adobe PDF to save and combine all supporting documentation/forms into *one* PDF for submission.
 - ⇒ ASRs: Complete the ASR Form and provide any screenshots as supporting documentation. Use the "Combine Files" feature within Adobe to combine all pages/forms into a single document, and submit the complete PDF to DataControlASR@odu.edu.

General Accounting and PCI

- ◆ The General Accounting office staff is currently performing most business operations remotely. Whenever possible, please submit your requests via electronic means to the respective staff for action. Should you have any questions, please contact the respective staff directly, or the Associate Controller at vwalker@odu.edu.

Payroll

- ◆ The Payroll Office will not be available to accept Manual Check Requests until further notice. Manual Timesheets, as well as other payroll documents, should be emailed to PayrollChanges@odu.edu.
- ◆ All Payroll questions should be directed to the Payroll Staff via email. Contact information may be found on the Office of Finance Directory Page.

Forms & General Information

- ◆ Banner Questions should be directed to the Banner Hotline at: BannerHotline@odu.edu.
- ◆ All Forms referenced above may be found online at: odu.edu/finance/forms.
- ◆ Directory Information for the Office of Finance may be found online at: odu.edu/finance/directory.