Student Disbursements Dated **Thursday, February 20, 2020**

Wednesday, February 12th	Lucy, Lorena and Carlos send Exception Check Lists (if possible end of day Tuesday).	**Done**
	Exception Lists will also include any students who do not have an address in the system.	**Done**
	Accounting produces all exception vouchers and checks.	**Done**
Thursday, February 13th	**All Financial Aid Processing is on HOLD.** Dana Chamberlin witholds Refund Processing.	
	Dricena runs Save Lists for all Terms and Funds	**Done**
	Accounting Processes All Vouchers.	**Done**
	Accounting emails F.A. Staff to view VOUCHERS & St Disbursements in F.A. Shared File.	**Done**
	Lucy, Lorena and Carlos email the void list to Accounting by end of day	**Done**
Tuesday, February 18th	Accounting processes all voids	**Done**
	Accounting runs BankMobile Disbursements & Reports.	**Done**
	Student Accounts witholds Refund Processing (Dana Chamberlin).	**Done**
	Accounting gives Federal College Summary Reports to Nancy Dizon to order funds before 12:00 Noon.	**Done**
	Accounting emails F.A Staff to view DISBURSEMENTS & College Reports in F.A. File.	**Done**
Wednesday, February 19th	John sends BM files & Dricena sends e-mail to BankMobile by 12:00 Noon.	
Thursday, February 20th	Accounting checks CBB for Funds. Disbursements will be delayed if funds are not available.	
	Accounting mails Exception Checks.	
	Accounting transfers State, Federal & Scholarship Funds to Financial Aid Account.	
	Accounting generates wire transfer to BankMobile by 7:00 a.m	
	Aaron Brown approves wire transfer. Dricena sends e-mail to BankMobile.	
	BankMobile disburses funds to Students.	