

Submitting Payment Requests

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

EMAIL	FMS FUNCTION
FMSVendorA-L@thearcCCR.org	Vendor payment requests for Participants with last names A-L
FMSVendorM-Z@thearcCCR.org	Vendor payment requests for Participants with last names M-Z
FMSMileage@thearcCCR.org	All mileage reimbursement forms

Accounts Payable Processing

PAYMENT REQUEST DUE DATE	PROCESSING TIMELINE
12PM (noon) Weekly on Mondays* *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 open a customer service ticket to request an invite to create your own direct deposit profile.

Accounts Payable Processing Impacted by Holidays

Usual AP Processing Deadline:	*REVISED DUE DATE Payment request must be received Thursday by 12PM:	Payment Processed:	Holiday Impacting Due Date:
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
1/20/2020	1/16/2020	1/24/2020	MLK Day
5/25/2020	5/21/2020	5/29/2020	Memorial Day
7/13/2020	7/9/2020	7/17/2020	Arc's Final AP Processing**

IMPORTANT: Vendor Payments and Mileage Reimbursements are processed in accordance with the AP calendar. Please note that, due to time constraints, the FMS cannot process payment requests submitted after the due dates/times indicated. As a result, processing will be delayed until the following week. Additionally, any payment request not submitted within 30 days of the date of service is payable at the discretion of the FMS. Thank you for your understanding!

** Fiscal Management Services, which administratively supports Self-Direction, is expected to transition to a new vendor by mid-2020. This AP calendar reflects the processing periods for which The Arc assumes responsibility pending status updates from The Maryland Developmental Disabilities Administration's (DDA's) forthcoming contract award. The Arc reserves the right to issue a revised AP calendar based on updated information as it is received from the DDA.