New Check Processing Procedures

Beginning on Monday, November 7, 2022, JP Morgan Chase will print accounts payable checks on Villanova’s behalf. There will be no changes to the current process in Concur for issuing a payment, the only change is that the checks will be printed by JPMC and mailed directly to the payees. If necessary, you may request that a check be returned to your department instead of being mailed to the vendor; however, please note that it may take up to 5 business days to receive the check, and please plan accordingly.

In NOVApay, the Enclosure Code is part of the Invoice Details section. Leaving it blank will have JPMC complete the check process and mail the printed check directly to the Payee.

If a vendor check needs to be mailed directly by the University, and therefore, the printed check needs to come back to the University instead of being mailed directly to the vendor, select ‘Send to Requestor’ for the Enclosure Code in NOVApay. You must include the on-campus recipient’s name in the Remittance Description.

All employees and vendors are encouraged to sign up for Direct Deposit. Employee reimbursement checks will be mailed back to the University and distributed per the current process. Employees can submit the Direct Deposit Form to Procurement for reimbursements. Vendors can include or update their payment method through PaymentWorks.