University of Houston - Notification of Pending Transactions (Non-Voucher and Non-SC Voucher Activity)

For assistance in completing Direct Deposit forms for your customers, contact Treasury – Louis Edwards, LWEdwar2@central.uh.edu, 713-743-5670.

If a department determines that it will be receiving electronic payments (one time, recurring, regular) for departmental operations, send notification to Treasury (Louis Edwards, LWEdwar2@Central.UH.edu, 713-743-5670 ) and General Accounting (GenAcctg@Central.UH.edu) with the following information, in table format.

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| **Information** | **Description** |
| Department | Enter Department Name |
| Department ID | Enter Department ID |
| Department Contact Name | Enter Contact Name for Department |
| Department Contact Number | Enter Phone Number of Department Contact Name |
| Transaction Description | Enter the purpose/benefit for the transaction |
| Explanation of Transaction Frequency | Briefly describe the frequency of the transaction.(Will this be a one-time transaction, many transactions from multiple vendors for the same amount, many transactions from multiple vendors for different amounts?)Enter explanation of frequency |
| Transaction Frequency | Choose from the drop-down menu how often the transaction will occur.Click Here to Choose Frequency. |
| Transaction Amount | Enter known amount or amount range |
| Bank Account | Choose BANK from the drop-down menu.Enter Bank.  |
| Vendor | Enter vendor name or names, if known |
| Cost center and Account for deposit | Enter account codeEnter department cost center |

Once you have sent notification for recurring transactions (including those from multiple vendors for multiple amounts) it is not necessary to re-submit the information unless there is a change.