

Team structure

[illegible]

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Weekly Payment Cycle

DAY	ACTIVITY	DEADLINE
WEDNESDAY	<i>CUT-OFF</i> : Latest arrival time for invoices make the payment run in the following week, subject to payment T&C.	12:00 noon
THURSDAY	Invoice Processing	
FRIDAY	Invoice Processing	
TUESDAY	Collate Papers for Payment Run Authorisation Foreign Payment Instructions to the Bank	10:30am
TUESDAY	BACS Payment Run – UK Payments	10:30am