

Weekly Payment Cycle

Weekly Payment Cycle	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	
MONDAY	Collate Papers for Payment Run Authorisation Foreign Payment Instructions to the Bank	10:30
TUESDAY	BACS Payment Run – UK Payments	10:30