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](mailto: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](mailto:LWEdwar2@Central.UH.edu), 713-743-5670 ) and General Accounting ([GenAcctg@Central.UH.edu](mailto:GenAcctg@Central.UH.edu)) with the following information, in table format.

|  |  |
| --- | --- |
| **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 code  Enter 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.