

Frequently Asked Questions About the MCPSEF Disbursement Form

Q: How long will it be until the disbursement is complete (i.e. a check is printed)?

A: MCPSEF is generally able to turn around and produce the payment within ten business days. However, that does not account for the time it may take to leave our office and arrive to the recipient by pony, mail, hand delivery, etc.

Q: Is this form for reimbursements only?

A: MCPSEF can facilitate payments, but requires documentation for the payment (e.g. purchase order, invoice, bill, etc.).

Q: What is meant by additional requestor's email?

A: This is if there is someone else in addition to the person completing the form that would want to be informed that the payment has been completed.

Q: What if I don't know the Account/Fund for payment?

A: You can leave that field blank, but we may follow up with you to confirm the account the money should be drawn from. MCPSEF is working on procedure to better ensure requestors know their fund account names/codes.

Q: What is meant by an "authorized disbursement approver?"

A: Depending on your supervisory norms or process, it may be that a supervisory administrator (e.g. principal, director/associate superintendent/chief) should also confirm and/or provide approval with MCPSEF for this disbursement.

Ideally, you will have requested prior approval, so MCPSEF's email confirming that approval will not be a surprise. This check is designed to inform and protect all parties involved.