

Effect immediately, Gramercy Surgery Center accounts payable dept. will ONLY print & mail out checks every Friday.

Urgent Payment: We will try our best to reduce the possibility of such urgent payment.

Vendors Payment: For medical supplies vendors, we will pay at net 60 days term, except some vendors which we need to follow by their payment terms. Payments will be made in 10 days in advance before the due date.

Check Request: Need to receive email or hard copy of check request document by Tuesday. Checks will be prepared & leave office by every Friday. If the check request is received after Tuesday, checks will be prepared & printed the following Friday.

Employee Expense Report: Need to receive expense report by Tuesday. Checks will be prepared & leave office by every Friday. If the expense report is received after Tuesday, checks will be prepared & printed the following Friday.

Please let us know if you have any questions & thanks for your cooperation in advance.

Evelyn

Evelyn Chung
Senior A/P Associate / Accounts Payable Dept.
Gramercy Surgery Center, Inc.
Phone: 718-539-5587
Fax: 718-539-5317