

Cristo Rey Jesuit
Bill Payment Process and Timeline

BILL.COM FAQs and Timeline:

Please do **NOT** turn in physical invoices. Cristo Rey Jesuit uses an electronic (paperless) system called **Bill.com to process all payments**. Please only email invoices to the following email addresses:

School Bills: crj-acctpay@bill.com

CWSP Bills: cwsp-acctpay@bill.com

If anyone has questions about a bill status or payment, please email crjacctspayable@crstoreyjesuit.org.

If you need a bill processed by a certain date, please email me and Aracely Perez, so that we can try and accommodate your request.

NOTE: All checks are now printed and mailed by a third party, so we do not print checks in the office. If you need a check printed here, please email Melissa Kelly and Aracely Perez.

Invoice Cycle time: 2 weeks (10 business days), if all task owners follow the timeline

Due Date	Task	Note
Tuesday	Check requests and Invoices Due	Any check request or invoice received after this date will not be processed until the following week
Wednesday	Invoices coded by Accounts Payable	If we don't have a W-9 on file, the invoice processing will be delayed.
Thursday/Friday	Invoices reviewed by Controller	
Monday	Accounts Payable reviews all invoices with questions from Controller	
Tuesday-Thursday	Invoices reviewed and approved by Budget Owners	
Friday/Monday	Invoices paid by CFO	

As of January 24, 2023