



MEMORANDUM

To: Business and Financial Officers
From: Russell Smith, Supervisor Accounting Services
Date: June 17, 2015
Re: Planned Payment Schedule change for Wednesday July 1, 2015

Since the University will be closed on Wednesday July 1, 2015 for Canada Day, we will defer our regular weekly payment processing to Thursday July 2nd, 2015.

This will affect the following payment processes normally completed on Wednesdays:

- Vendor cheque payments
- Employee accountable advance and expense reimbursement cheques
- Petty Cash and Imprest account reimbursement cheques
- Foreign vendor draft payments

We will resume our regular Wednesday payment processing on July 8th, 2015.

If you have any questions please email Accounts Payable at ap.fsd@utoronto.ca.