



To: AMS/DFO listservs
From: Sanish Samuel, Controller and Executive Director, Financial Services
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Date: February 17, 2026
Subject: Use of One-Time-Only-Account Vendor (OTA's)

Dear Colleagues,

As part of our continued efforts to enhance operational efficiency, Financial Services would like to remind everyone of when it is appropriate to use the One-Time-Only-Account vendor (supplier) (OTA's) (i.e. 990001-OTA Trade Payable Canadian vendors and 990002-OTA Trade Payable U.S. vendors).

The OTA's were established to provide convenience and flexibility to the university community to make low dollar payments to suppliers on a one-time basis. OTA's should be used in limited circumstances and are not to be used for purchases of \$10,000 or more, urgent payments to suppliers that do not exist in AMS, or payments that need to be sent to an address/ department that does not match the vendor (supplier) record in AMS.

OTA vendor accounts should only be used if there is no existing vendor (supplier) account in AMS **and all of the following criteria are met:**

- The transaction is less than \$10,000;
- The vendor (supplier) is not expected to be used again in the same fiscal year or in subsequent fiscal years;
- You will not be relying on the supplier to provide warranty or support services for a period greater than 12-months;
- The vendor does not appear on the "[Covered Entities List](#)" as a prohibited vendor; and
- A Purchase Requisition (PR) or Purchase Order (PO) is not required.

If all of the criteria above are not met, please [request a new supplier account](#).

Benefits of Using a Vendor (Supplier) Account

Some of the key benefits of using a vendor (supplier) account include:

- Higher assurance that the vendor (supplier) is a legitimate entity with acceptable financial stability
- Credit memos can only be processed using a regular vendor (supplier) account. Credit memos cannot be processed using an OTA vendor account
- Reduces the risk of duplicate payment
- Faster entry of invoices
- Vendor (supplier) can be set up for EFT, resulting in faster and more secure payment
- Enables tracking and relationship management allowing the University to negotiate better discounts for end users.

Rush/Urgent Payments

By planning ahead, departments can usually avoid the need for "rush" or "urgent" payments. Departments are strongly encouraged to [request a new supplier account](#) as soon as they engage a supplier to provide

goods or services. In most cases, departments will engage a supplier well in advance of an invoice being issued and a payment is required.

Departments should also inform suppliers that the University prioritizes Electronic Funds Transfer (EFT) with a standard payment term of net 25 days from the date of invoice. Canadian suppliers are encouraged to register for EFT as the preferred and most efficient payment method. For more information about the EFT process, visit [Vendor Master Records Management](#).

Payments issued by cheque (CAD or USD) are subject to extended payment terms of 35 days and are only printed bi-weekly.

For other urgent payments (event deposits, permit payments, etc.), departments should consider the use of the Purchasing Card (PCard) (note: PCard payments must still comply with the [University's Procurement Policy](#)). If the vendor (supplier) does not accept PCard, Procurement Services and Accounts Payable may accommodate a request to expedite creation of a new supplier account and an off-cycle payment.

Alternate Payee Option

Generally, the alternate payee functionality makes the main vendor (supplier) account easier and more flexible to use and reduces the reliance on the OTA vendor (supplier) accounts. If a vendor (supplier) account exists, the Alternate Payee Address should be used in all circumstances.

The alternate payee functionality should be used when:

- you need to send a cheque with attachments.
- you need to present a cheque in person.
- you need to direct a cheque to a specific destination within a vendor/supplier's organization (e.g., PO Box, specific department, division)

Regular Monitoring

FSD will continue to monitor the use of OTA accounts. Where a payment is issued to an OTA vendor (supplier) that does not comply with the criteria above, Accounts Payable may request the document be reversed and entered using an existing or newly created vendor (supplier) account. Non-compliance may result in further restrictions being placed on the use of the OTA accounts.