



To: AMS/DFO listservs
From: Sanish Samuel, Controller and Executive Director, Financial Services
Date: June 18, 2026
Subject: Payment Schedule between June 23 to July 8

Dear Colleagues,

To accommodate for the upcoming Presidential Days and Canada Day, please note the revised payment dates below for EFT, cheque payments, and Concur Expense Reimbursement between June 23 and July 8.

EFT

Payment Run Date	Invoice Posting Cut-off Date*
Tuesday, June 23	End of day Friday, June 19
Friday, June 26	End of day Wednesday, June 24
Tuesday, July 7	End of day Friday, July 3

CAD and USD Cheque Runs

Payment Run Date	Invoice Posting Cut-off Date*	Notes
Wednesday, June 24	End of day Monday, June 22	Vendor, Payroll and Student Account cheques
Wednesday, July 8	End of day Monday, July 6	Vendor, Payroll and Student Account cheques

EFT and cheque payments will not be issued during the short work week on Thursday, July 2 and Friday, July 3. Vendor cheque payments will resume a bi-weekly cheque production schedule from July 8 onwards.

Concur Expense Reimbursement

Please note expense reimbursements will not be processed on Tuesday, June 30. The next expense reimbursement date will be Friday, July 3.

For AMS and Concur availability, please visit the [EASI System Availability website](#). For any further questions, please contact [FSD Accounts Payable](#) or [FAST](#).

*Actual system cut-off date for posting invoices is two calendar days prior to the payment run date at 11:59pm EST. i.e For EFT payment on Tuesday, June 23, the actual system cut-off date is Sunday, June 21 at 11:59pm EST.