



**To:** Divisional Contacts  
**From:** Sanish Samuel, Controller and Executive Director, Financial Services  
**Date:** December 11, 2024  
**Subject:** Update on Canada Post Strike - Vendor Cheque Pickup

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Further to the [announcement](#) on November 19<sup>th</sup>, as a result of the ongoing Canada Post strike and relocation of the Financial Services Department, the procedures and location for vendor cheque pick up has changed.

There are no changes for Payroll or Student cheques – please refer to the original [announcement](#).

### Vendor Cheques Pick Up Procedures

- Contact [FSD Accounts Payable](#) and provide the following information:
  - ☐ Vendor names
  - ☐ Cheque #s
  - ☐ Cheque Amounts

**Please do not send multiple emails for the same cheque request** as these further delay our response times.

- You will be notified by email when your cheque is ready for pick up.
- When your cheque is ready, pick up will be available:
  - Monday, Tuesday and Thursday from 2:00pm - 5:00pm
  - **Fitzgerald Building, 150 College Street, 3rd Floor, Room 350**
- Cheques can only be picked up by UofT employees. Please provide the cheque number(s) when picking up. Do *not* send vendors to pick up cheques.

**Please do NOT arrive for pick up unless you have been notified that your cheque is ready.**

Thank you for your continued patience and cooperation.