



To: **AMS/DFO listservs**
From: Sanish Samuel, Controller and Executive Director, Financial Services
Date: February 9, 2026
Subject: **Updates to Cheque and EFT Processes**

Dear Colleagues,

As part of our continued efforts to modernize and enhance operational efficiency, we would like to inform you of the following updates to FSD's payment processes.

Vendor Cheque Printing Schedule

Over the past few years, many of our vendors have transitioned to receiving payment by electronic funds transfer (EFT) and the volume of cheques is steadily declining. As such, vendor cheques will be moving permanently to a biweekly printing schedule.

We highly recommend that you encourage your vendors to switch from cheque payments to [EFT](#). EFT is a faster, more secure, and more sustainable form of payment. Please be reminded that EFT setup is not complete until the verbal verification step is completed. If vendors have continued to receive cheques after submitting banking details, the verification call may still be pending.

For low dollar value invoices, consider paying by [Purchasing Card](#) (PCard).

Urgent Payment Requests

By planning ahead, departments can usually avoid the need for "rush" or "urgent" payments. To ensure timely payment, be sure to obtain approval for invoices as soon as they are received and enter them into AMS in a timely manner. As a reminder, the standard payment terms for vendors paid by cheque is 35 days from the invoice date. Vendors who are set up for EFT receive more favourable payment terms as their invoices are generally paid in 25 days.

For certain urgent payments (event deposits, permit payments, etc.), departments should consider the use of the PCard. Note that PCard payments must still comply with the [University's Procurement Policy](#).

Urgent payment requests (EFT or cheque) **will only be accommodated in limited circumstances**, such as legal settlements, payments required by legislation, or where non-payment may disrupt business operations.

Cheque Pick Ups

Cheque pickups **will only be accommodated in limited circumstances**, such as for "rush" or "urgent" payments (see examples above).

To arrange department pickup, contact [FSD Accounts Payable](#) and provide the following:

- Vendor names
- Cheque #s
- Cheque amounts
- A valid reason for requiring a pickup

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 at the Fitzgerald Building, 150 College Street, 3rd Floor, Room 350:

- Monday, Tuesday and Thursday from 2:00pm - 5:00pm

Payment Processes and Cutoffs

A friendly reminder that invoices should be posted by the cutoff times below to be eligible for inclusion in the current week's cheque payment run:

	EFT	CAD and USD Cheques
Posting cutoff for current week's payment run	End of day Friday prior*	End of day Monday**

To ensure timely payment of invoices, it is recommended that all invoices are posted by the cutoff with supporting documentation attached to the FIS document. Users may receive an e-mail if the invoice requires additional information or documentation. (Note that cutoff dates may be adjusted due to statutory holidays, calendar and fiscal year ends).

Invoices without proper supporting documentation will **not** be paid.

Reminder on AMS Attachments

Review this [how-to guide](#) for attaching supporting documentation using the AMS Web link.

Documents attached in AMS should be limited to those relevant to the transaction. For example, support of payment to a vendor should include:

1. A valid vendor invoice or cheque requisition
2. Approval documentation, if not affixed to the invoice, such as the email correspondence
3. Fully executed/signed agreements (if applicable)

Questions?

Please contact the [FAST](#) or [FSD Accounts Payable](#) for specific questions.

*Actual system cutoff time is Sunday at 11:59PM EST

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