Message from Trudy Pound-Curtis, Assistant Vice-President, Finance and Chief Financial Officer and Aldo DiMarcantonio, University Comptroller

New Procedures to Improve Efficiency on Payments to Vendors and Employee Expense Reimbursements

July 2012

Introduction

York University’s Finance Department is moving to its 4747 Keele Street on July 20th, 2012. As a result of the move, and in keeping with our commitment to continuous improvement, efficiency, and sustainability, York is migrating to the direct deposit form of payment. As a consequence, we are modifying procedures for cheque pickup.

New Cheque Pickup Procedures

We recognize that getting to the new off campus location will require additional travel time and may pose an inconvenience to some community members. To minimize the number of trips off-campus, the Comptroller’s Office is encouraging the use of Direct Deposit - a more timely, secure, and sustainable method of payment compared to traditional payment by cheque. For that reason, effective July 19th, 2012, Accounts Payable will no longer be accepting requests to pick up cheques for vendor invoices or employee expense reimbursements, except in extenuating circumstances as approved by the Comptroller’s Office (see below).

In order to ensure timely and secure payment of vendor invoices, we ask that vendors be encouraged to enrol in direct deposit banking. The application form can be found on the University’s website at http://www.yorku.ca/finance/documents/Direct_Deposit_Vendor.pdf.

Employees requesting reimbursement of expense claims are encouraged to enrol in direct deposit banking for timely and secure payment. The application form can be found on the University’s website at http://www.yorku.ca/finance/documents/Direct_Deposit_Employee.pdf.

Approved Cheque Pickup

We recognize that in extenuating circumstances, a cheque may still need to be picked up. These instances will be evaluated on a case by case basis. The following outlines instances when cheque pickup will be permitted:

Off-Campus Event Venues – Many off-campus event venues require payment at the end of the event. Cheques required to pay these vendors will be made available for pickup prior to the event date.

Student accounts – In certain extenuating circumstances, students will be permitted to pick up their refund/other cheques. Requests to pick up student cheques should be directed to Student Accounts, located in the Bennett Centre for Student Services. Student Accounts will provide a list of approved pickup requests to Accounts Payable. Only cheques approved by Student Accounts will be permitted to be picked up. Accounts Payable will not accept requests directly from students nor will “walk-up” requests be accepted.

Other extenuating circumstances may arise where a cheque may still need to be picked up. Should such a circumstance arise, the request for pickup will require the approval of the Comptroller’s Office. Please direct any request for pickup to Paula Perri (ext. 22000 or perrip@yorku.ca) or Sanish Samuel (ext. 22914 or sanish@yorku.ca).
Frequently Asked Questions

1. I need to enclose a document with my cheque. May I have approval to pick up my cheque?

   For most payments, enclosures are not required as the invoice details are printed on the remittance portion of the cheque. These details should be used by the vendor to match York’s payment against their invoice. However, if you have an enclosure that needs to be attached to your cheque, please submit the enclosure with a pre-addressed envelope to Accounts Payable. Accounts payable will attach the enclosure to the cheque and mail it directly to the vendor.

2. We have a time sensitive payment and would like to courier a cheque to our vendor. May I have approval to pick up my cheque?

   Accounts payable processes payment requests based on when they arrive in Finance. For time sensitive payments, the payment request should be delivered well in advance of the due date. We also request that you encourage your vendor to enrol in direct deposit banking. Direct deposit is a fast, secure, and inexpensive method of delivering payment to your vendor. Payments are typically deposited to the vendor’s account within 48 hours of release.

3. I am leaving on vacation tomorrow and I would like to pickup my expense reimbursement cheque. May I have approval to pick up my cheque?

   Accounts payable processes payment requests, including claims for reimbursement of expenses, based on when they arrive in Finance. Claims for reimbursement should be delivered shortly after the completion of travel. We also encourage you to enrol in direct deposit banking. Direct deposit is a fast and secure method of receiving your reimbursement of expenses. Payments are typically deposited to your account within 48 hours of release.

If you have any further questions on the changes to York’s cheque pickup procedures, please contact Paula Perri (ext. 22000 or perrip@yorku.ca) or Sanish Samuel (ext. 22914 or sanish@yorku.ca).