

Accounts Payable December 2021 Cut-off Dates

The final payment runs for the calendar year are scheduled for the week of December 20th.

Travel Claims and Cheque Requisitions

For the most efficient processing of claims, please use Chrome River. Processing time may vary based on the approval routing outside of Financial Services. Chrome River claims which are accurate and complete that reach Financial Services for final approval by **Wednesday, December 15th** will be processed in the final payment runs of the year. If you are an approver and you will be away, please assign an approval delegate with sufficient authority to approve claims in order for the claims to reach Financial Services by the cut-off.

We will endeavour to process manual travel claims and cheque requisitions received in Financial Services by **Tuesday, December 7th**. To ensure timely payment, claims must be accurate and complete, with all supporting documentation and receipts attached. Every effort will be made to process reimbursements in the December payment runs or as soon as possible in the New Year. Please send manual claims to travel@dal.ca.

Invoices and PO Receiving Copies

Please submit any outstanding invoices and receivers to Financial Services as soon as possible to allow for processing and payment before the holiday break. Invoices and receivers that are received in Financial Services by **Tuesday, December 7th** will be processed in the final payment runs of the year. Invoices received after this date will be processed as soon as possible in the New Year. Please send invoices to APinvoice@dal.ca. Receivers can be sent to finpay@dal.ca.

Journals and Electronic Feeds

The cut-off for uploads and journals for December month end will be 9:00 a.m. on **Wednesday, December 15th**. If possible, please submit the uploads earlier in the month, as this will reduce the high volumes received at cut-off. Please send journals and uploads to journals@dal.ca.

Purchasing Credit Card

The P-Card is the preferred method for purchasing goods under \$10,000. P-Card holders are encouraged to use their P-Card when making small dollar purchases under \$10,000. For further information on obtaining a P-Card, please refer to [Procurement - Purchasing Card](#).

Direct Deposit for Canadian Vendors

Accounts Payable offers direct deposit as the preferred method of payment to Canadian vendors. This is an efficient alternative for vendors to ensure they receive payment quickly over the holidays and to avoid their payment being sent by mail. Vendors may submit a direct deposit form to request set-up.

For further information, please contact Financial Services Accounts Payable by email at finpay@dal.ca.

FINANCIAL SERVICES

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