

# MEMO

DATE: 24 September 2018  
TO: All Departments  
FROM: Procure to Pay Services  
RE: **Possible Mail Disruption – Cheque Delivery**

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## **Alert: Possible Mail Disruption – Cheque Delivery**

There is a possible mail disruption due to Canada Post strike action and the University has developed a plan to handle this situation. The plan is in effect until the possible mail disruption and/or strike action ends.

### **Vendor Payments:**

In order to avoid any delays in delivery of payment we recommend that all Canadian vendors register for direct deposit. The registration form is located; <http://www.smu.ca/about/financial-services-forms.html>

Departments may want to reach out to frequent vendors to advise them of the possible mail disruption and offer them the opportunity to register for direct deposit.

Departments may want to reach out to vendors with Visa PCard. Please refer to Purchasing Card Guidelines, Acceptable Use of the PCard. The Purchasing Card Guidelines is located; <http://www.smu.ca/about/poli-and-proc-financial-services-procurement.html>

In the event of a mail disruption, US vendors can be paid via wire transfer; however, there is a \$16.00 charge for each wire, which will be charged to the requesting department budget. Please contact Procure to Pay ([procuretopay@smu.ca](mailto:procuretopay@smu.ca)) for copy of Wire Request form. You will need to contact the US vendor to obtain their US Bank information in order to complete the wire request.

If a strike occurs; local vendors who are not registered for Direct Deposit may pick up their cheques at Procure to Pay office located in Room MM026. These vendors may provide an email address for contact and Procure to Pay will send an email when cheque is ready for pick up.

### **Employee Reimbursements:**

All full time employees are currently reimbursed for expenses via direct deposit; consequently, they will experience no delay in reimbursement in the event of a mail strike.

Part time and casual employees are reimbursed by cheque, therefore, during a mail disruption they may pick up their cheque in Procure to Pay office located in Room MM026. Part time and casual employees may provide an email address for contact and Procure to Pay will send an email when cheque is ready for pick up.

If you any questions or require assistance, please contact:

Procure to Pay Services, McNally Main 026

Email: [procuretopay@smu.ca](mailto:procuretopay@smu.ca),

Phone: 420-5054

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