

MEMO

DATE: December 15, 2020

TO: Budget Officers
Cost Centre Managers

CC: purchasing@algonquincollege.com

FROM: Jasmine Ochulor, Manager, Procurement

SUBJECT: Change to the New Supplier Request Process

The Finance Department continues to take proactive measures to meet the needs of our clients. The purpose of this memo is to let Budget Officers and Cost Centre Managers know about the latest changes to the New Supplier Request Process as it will ultimately affect processing timelines.

In the coming year, Finance will no longer pay suppliers by check so the goal is to transition all existing suppliers from check to EFT payments. Consequently, it is important for all stakeholders to inform suppliers of this EFT payment requirement during the engagement process.

Procurement is working towards transitioning all suppliers from check payments to EFT payments therefore, additional steps need to be taken when new supplier requests are received and processed. This will invariably increase the time it takes to process each request. Please factor this into your supplier engagement workflow to prevent missed payment deadlines.

When will these changes go into effect?

December 15, 2020

Who to contact for questions or comments

If you have any questions or comments please contact Jasmine Ochulor, Manager, Procurement, Finance & Administrative Services at ochuloj@algonquincollege.com.