

MEMO

DATE: December 15, 2020

TO: Budget Officers
Cost Centre Managers

FROM: Brenda Klerks, Manager, Payroll and Accounts Payable

SUBJECT: Accounts Payable Department Holiday Closure

Please share this memo with the appropriate staff in your department

Due to the Holiday Closure, the final accounts payable run of 2020 will be processed on Monday, December 21, 2020.

There will be no payments processed from December 22, 2020 to January 4, 2021.

The first accounts payable run of 2021 will be on Tuesday, January 5, 2021.

If you have any questions, please send an email to accountspayable@algonquincollege.com.

Thank you.