



March 20, 2020

To Whom it May Concern;

RE: FNUniv Finance Vendor Update

In our ongoing effort to keep everyone safe amidst the COVID-19 crisis, our Finance Staff will be transitioning to work from home arrangements, resulting from the social distancing measures that are being implemented to align with the Provincial Health Authority recommendations.

In response to these changes, to mitigate any interruption of our services, we have adjusted our procedures and implemented more controls in Finance to enable the transition to a paperless accounts payable process.

The first phase of this will become effective on **Monday, March 23, 2020**, wherein we are requesting that all vendor invoices be **submitted electronically** to accountspayable@fnuniv.ca.

This email address will be monitored by several finance staff to ensure that there are no interruptions to our operations.

Finance presence on site will be significantly reduced effective Monday, March 23, 2020; however, some Finance Staff will be coming into the office periodically to ensure that any invoices received via mail or courier are processed within a reasonable time frame.

At this time, vendor payments will continue to be delivered in cheque format; however, we are exploring alternate options should the COVID-19 situation persist.

If you have any questions or concerns, please do not hesitate to contact us.

Regards,



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