



Accounts Payable Contact List

The workload in Payment Services is distributed among the staff based upon the type of source document or the supplier name.

For example, one staff member looks after all cheque requisitions while supplier invoices are divided among the staff depending upon the first letter of the supplier name. However, certain large vendors are handled by specific staff regardless of how the supplier name falls alphabetically.

Although the above rules generally apply, during vacation periods the workload may be distributed differently.

To help direct your inquiries to the correct Payment Services staff member please consult the [Accounts Payable Supplier Distribution Contact List](#) [1].

Source

URL:<https://www.uoguelph.ca/finance/departments-services/purchasing-and-payment/payments-reimbursements/accounts-payable-contact-list>

Links

[1] <https://www.uoguelph.ca/finance/accounts-payable-supplier-distribution-contact-list>