

Subject: IMPORTANT: Accounts Payable 2024-2025**Accounts Payable**

- All invoices must reference a valid (i.e. dispatched and not overspent) purchase order number and must be received in Accounts Payable by **4:30 pm Wednesday, March 26, 2025**.
- Non-Employee Payment and Low dollar invoices entered through the Payment Request Form module must be submitted in PeopleSoft by **4:30 pm Monday, March 24, 2025**.
- Project and Dept ID budget owners must review their work list and approve *expense reimbursement claims* and *non-PO vouchers* by **4:30 pm on Monday, March 31, 2025**.
- These deadlines DO NOT include Professional Expense Reimbursement Claims which follow the Academic calendar for year-end deadlines and are processed within Human Resources.

Your attention to these activities will allow us to better manage our year end workload and to adequately support the overall Finance and Services year end process. Thank you for your assistance.

If you have any questions, please contact UService – 403-210-9300

UService is now your one-stop shop for IT, HR, Supply Chain Management, IRISS, RMS and Finance inquiries. Visit ucalgary.ca/uservice, call 403-210-9300 or use one of the following email addresses:

- it@ucalgary.ca (formerly itsupport@ucalgary.ca)
- finance@ucalgary.ca (formerly RTAHelp/SCMHelp/ARHelp/Cardhelp@ucalgary.ca)
- hr@ucalgary.ca
- RMSHelp@ucalgary.ca
- iriss.support@ucalgary.ca
- onboarding@ucalgary.ca (formerly isconboarding@ucalgary.ca)

Please do not respond to the sender email address as it is not monitored.

Please note, you are receiving this email because you have been identified as a person in the university community who may be impacted by the end of the 2024/2025 fiscal year. As a member of the community using system services, it is important that relevant information be sent to you on an as needed basis. We will attempt to keep correspondence to a minimum but encourage you to read the informational material when it arrives in your inbox