

MEMORANDUM

DATE: February 8, 2018

TO: All VCH Staff
Yun Gerbrandt, Manager, Accounts Payable - BCCSS

FROM: Don Osborne, Director, Financial Services - VCH

RE: **Financial Year-end Preparation – Accounts Payable**

With respect to our March 31, 2018 fiscal year end processing, properly coded and approved invoices & cheque requisitions must be received in BCCSS Accounts Payable (AP) no later than **March 22, 2018** to be charged against the fiscal 2017/18 budget. In preparation for the year end, please ensure that any invoices or cheque requisitions requiring your approval and coding are addressed in a timely manner to BCCSS AP for processing.

Invoices or cheque requisitions received **after March 22, 2018** will be charged against the fiscal 2018/19 budget. Material invoices received after March 22, 2018 that relate to 2017/18 will be accrued.

Only goods and services which are received on or before March 31, 2018 will be processed and recorded as a 2017/18 expense, as the recording of expenses is based on receipt of goods and services rendered. The issuance of a purchase requisition or purchase order before March 31, 2018 does not necessarily mean the costs will be charged against the 2017/18 budget.

All invoices and cheque requisitions are to be sent to BCCSS AP, via internal mail, regular daily courier, or via regular Canada Post mail: 1795 Willingdon Avenue, Burnaby, B.C. V5C 6E3. In order to minimize any delays, it is suggested that any envelopes/packages going to BCCSS AP be couriered if the deadline is imminent.

Thank you for your cooperation in this matter.

Please contact Yun Gerbrandt if you have any questions related to Accounts Payable processing deadlines.

Yun Gerbrandt
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BCCSS
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