#DYK: DID YOU KNOW?

Discover fascinating tidbits about our departments!




Accounting Department

Did you know...

...we are **100% cheque-free**? All payments are made through EFT, ACH, wire transfers, eTransfers, or electronic bill payments.

…Accounts Payable can issue **e-transfer payments?** Just complete the request using this **form.**

…there's a **dedicated email for vendor invoices?** All vendors should send invoices to: **accounts.payable.cad@coleintl.com**

…urgent AP requests must be submitted by 12 PM MT to be processed that day? Anything after that is paid the next business day.

…Client refund requests are processed through a dedicated inbox, with an average turnaround time of 5 business days: refund.requests@coleintl.com

…**accounts Receivable is moving all clients to electronic payments?** For questions or to request banking details, email: **accounts.receivable@coleintl.com**

…to ensure payments are allocated correctly, clients should send remittance details to: **remittance1@coleintl.com**

…Credit card payments for Cole's expenses can be requested using this form: **Credit Card Payment Request Form?**

Once submitted, requests are reviewed for proper approvals and compliance before the Accounting team processes payment and shares proof of payment with the requestor.

…Processing credit card transactions can take up to 60 days? Be sure to plan ahead, and submit receipts through the urgent credit card emailaddress when required.

(Yes, Accounting still loves a good spreadsheet, but there's a lot more going on behind the scenes)

Stay tuned for a different featured department next month!