

Dear Colleagues,

In order to meet Tri-Agency requirements, eliminate manual approval processes and duplication of efforts, as well as provide Fund Financial Managers/Principal Investigators (FFM/PI) full visibility on Change Orders, the following processes respective to Change Orders will be implemented:

- x Effective July 3, 2017, all Change Orders (Purchase Order changes) will be sent for electronic approval to the FFM/PI or their delegate. The approval process will replicate the current approval workflows that exist for Purchase Requisitions in MMP.

- x Principal Financial Services | Web: www.mcgill.ca/financialservices/ | T: 514.398.2310/514.398.6667 | F: 514.398.4712
