

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 | 1-800-451-4511 | www.mcgill.ca/financialservices/

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