This message is sent out on behalf of Cristiane Tinmouth, Associate Vice-Principal, Financial Services

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:

- **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.

- **Effective July 17, 2017**, all invoices received by Accounts Payable where a discrepancy exists between the Invoice and the Purchase Order will be returned to the Purchase Order requestor and a Change Order will need to be submitted. Examples of discrepancies are: adding or removing products/services, changing quantities ordered, increasing pricing of products/services or changing fund/grant distribution.

As is currently in place for Purchase Requisitions, the FFM/PI/delegate will approve Change Orders in Minerva Finance Administration Menu – Approve Document. Change Orders will be easily identifiable as the document number will be a PO number (P0XXXXXX). Details of the change will be provided in the “Document Text” (Fig.2) section of the PO details (viewable by clicking the PO number – Fig.1):

Fig.1

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<th>1,429.10</th>
<th>DOC</th>
<th>P0547828</th>
<th>History</th>
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<th>Disapprove</th>
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<td>DOC</td>
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</tr>
</tbody>
</table>

Fig.2

| Document Text | Change order to increase cost to $1540.96 |

If you need any further information, please do not hesitate to contact Procurement Services at feedback.purchasing@mcgill.ca.

Thank you

Cris