



Vice Principal, Research and
International Relations

Vice principale à la recherche et
aux relations internationales

Vice Principal, Administration and
Finance

Vice principal,

example expense reports and purchases made via McGill Marketplace, authorization for other transaction categories is captured and retained at the unit level.

The transaction streams which require greater diligence include:

- o PIs must sign offer letters and timesheets for hourly workers (revised timesheets were released in December 2013) and student stipend payment authorization forms (BSA).
- o They must

DOCUMENT TYPE	FUNCTION	TRANSACTION	SUPPORTING DOCUMENTATION TO BE RETAINED BY FACULTY/DEPT/UNIT	COMMENT	Delegate Accepted ²⁾
		Invoice	N/A ⁽³⁾	Image of scanned invoice stored in Minerva.	N/A
		Packing slip	Yes	Faculty/Department/Units responsible for maintaining packing slip. Currently CF only reviewing policy with possible thresholds for other Sponsors	N/A
		Payment requests	N/A ⁽³⁾	Image of scanned invoice stored in Minerva.	YES
		Procurement Card (PCard) receipts	Yes	Faculty/Department/Unit/Cardholder responsible for retention.	YES
		Quotation/Proposal	N/A ⁽³⁾	Once requestor uploads quotation/proposal to MMP, the electronic form is stored in MMP/Banner.	N/A
		Cash deposit (stamped receipt)	Yes	Stamped receipt must be kept by the unit for a period of 6 months from the deposit date.	N/A
		Cheque deposit memos & deposit slips	Yes	Retain relevant memos that provide explanation for what the cheque is for.	N/A
				For the credit card information: 1. Blackout the primary account number (PAN) (the first 6 and last 4 digits of the number may remain visible). 2. Photocopy the document that has the PAN blacked out. 3. Shred the original document. 4. Retain only the photocopied document. Refer to the McGill Merchant Manual for more information: http://www.mcgill.ca/financialservices/financsers/merchants/credit card payments	
	FEEDS	Feeds	TBD	TBD	TBD
	JOURNALS	JE16 and Inter Departmental Charges	Yes	Applies Research Grant only. PI must authorize these transactions prior to posting. Email is acceptable.	N/A
		Advances	N/A ⁽³⁾	Original documents and receipts are kept centrally.	YES
		Expense reimbursements	N/A the Minerva print menus. http://kb.mcgill.ca/fskb/easylink/article.html?id=3863		
		Hire/Offer letter/Letter of Agreements/etc.	Yes	Requirements apply to all salary expenses charged to Research Grant only. PI must sign these documents prior to the creation of an appointment in Minerva. Email from the PI that specifies the FOAPAL (\$) be charged must be retained and attached to the Offer Letter prior to processing via MINERVA. Please refer to standard templates for all positions (i.e. AMUSEAMUREMUNACAPost Doctoral Education Academic Casual etc.)	NO
		Retro FOAPA adjustments to appointments and Change to Labour Distribution	Yes	Applies to Research Grant only. PI must authorize these payroll transactions. Email is acceptable.	NO
				FFM/PI or Delegate Signature and Date is required on Timesheet. Use Timesheets available on HR website: http://www.mcgill.ca/hr/getting paid/timesheets	
				Requirements apply to Research Grant only. PI must sign this document. <a href="http://http://18.833-BT-stu54u01-Tc-0D-a8funding/fohms/p-BT-/T4(mu01-Tc-0D-a8-BT-u9.4(p<0D-a8h9.4(po)9.1ran6(">http://http://18.833-BT-stu54u01-Tc-0D-a8funding/fohms/p-BT-/T4(mu01-Tc-0D-a8-BT-u9.4(p<0D-a8h9.4(po)9.1ran6(