

If you have a member from your department/faculty that has been transferred or has been terminated, please remember to update/verify the following **finance roles**:

Note - This is in addition to initiating the usual TNT process.

	Finance Role	Action to take / Area to Contact within Financial Services
<input type="checkbox"/>	ORG Manager	Notify FIS Security by email fissecurity.acct@mcgill.ca requesting a change in ORG Manager. Be sure to include the following information: <ul style="list-style-type: none"> ✓ Full name of the individuals to remove and add ✓ McGill ID of the individuals to remove and add ✓ Assigned Organization Code(s)
<input type="checkbox"/>	Key Financial Contact (KFC)	Notify FIS Security by email fissecurity.acct@mcgill.ca requesting a change in KFC. Be sure to include the following information: <ul style="list-style-type: none"> ✓ Full name of the individuals to remove and add ✓ McGill ID of the individuals to remove and add ✓ Assigned Organization Code(s)
<input type="checkbox"/>	uPrint Administrator	Notify FIS Security by email fissecurity.acct@mcgill.ca . Be sure to include the following information: <ul style="list-style-type: none"> ✓ Full name of the uPrint Administrator to remove ✓ McGill ID of the uPrint Administrator to remove ✓ Assigned Organization Code(s)
<input type="checkbox"/>	FST Manager or FST Support Staff	See the “For FFOs” page on the Financial Services website for checklists and forms to use - http://www.mcgill.ca/financialservices/ffo
<input type="checkbox"/>	Delegate for the approval of purchase requisitions (MMP)	Each Fund Financial Manger must revoke the delegation record(s) in Minerva. For instructions, refer to the Knowledge Base article - http://kb.mcgill.ca/fskb/easylink/article.html?id=3861 . For a report listing all funds for which an individual is a delegate, email the Finance Help Desk at fishelp.acct@mcgill.ca . Be sure to include the following information: <ul style="list-style-type: none"> ✓ Full name of the individual ✓ McGill ID

	Finance Role	Action to take / Area to Contact within Financial Services
<input type="checkbox"/>	Reviewer for Advances and Expense Reports	Notify the Travel Desk by email traveldeskhelphelp.acct@mcgill.ca . Be sure to include the following information: <ul style="list-style-type: none"> ✓ Full name of the Reviewer to remove ✓ McGill ID of the Reviewer to remove ✓ Unit/Dept
<input type="checkbox"/>	PCard Administrator	Notify the PCard Administration group by email pcardadministration@mcgill.ca and cc the Card Holder. Be sure to include the following information: <ul style="list-style-type: none"> ✓ Full name of the PCard Administrator to remove ✓ McGill ID of the PCard Administrator to remove ✓ Full name of the PCard Holder ✓ McGill ID of the PCard Holder
<input type="checkbox"/>	Assigned uPrint FOAPAL	Contact the KFC or uPrint Administrator to remove assigned funds to the individual. For instructions, refer to the Knowledge Base article - http://kb.mcgill.ca/fskb/easylink/article.html?id=4108 .