

FAF Questions and Answers

The following is a transcript of the questions asked during the December 8, 2009 FAF, along with the brief responses from the speaker or subject-matter expert.

1. Q: If a class is going to a museum, how will the students pay for it? Will they pay for it individually or as a group?

A: The best way to accomplish this would probably be to set it up with the museum directly (as an ad-hoc trip). Class manual are not considered to be FIO (Frais Institutionnels Obligatoire). Regardless of a fee being considered as FIO, certain guidelines must be followed regarding its approval.

2. Q: Is it possible to accept credit cards online (i.e. over the internet) for payment of conference fees or non-credit courses?

A: Yes, one of the payment solutions available to McGill is e-commerce processing which allows your client to enter his/her card information on a secure payment page. Please contact Peter Guertin, Supervisor, Banking Services, for additional information.

3. Q: What about credit card statements attached to the expense reports, which fully expose the primary account number. What is your recommendation on that?

A: The Primary Account Number (PAN) should be rendered unreadable. Black-out the PAN except for the last four (4) digits. All Expense Reports are locked in a secured area and accessible by only certain employees from Financial Services. Since we centrally store these Expense Reports, you don't need to keep a copy in your unit. The claimant can keep a copy for their records as well.

4. Q: What is a "McGill Preferred Vendor"? What do we do if we get a better deal with a vendor other than a McGill Preferred Vendor?

A: The Law 65.1 governs the purchases. We need to make a purchase from a McGill Preferred Vendor. There are exceptions to the Law, which we will review on the case by case basis. The threshold for going out to a public tender is \$100,000 and above. If you feel that you've done business with a vendor providing you with a better price and better conditions, let us know. We will compare the cases and leverage our position.