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.*

<table>
<thead>
<tr>
<th>Finance Role</th>
<th>Action to take / Area to Contact within Financial Services</th>
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</thead>
</table>
| ORG Manager                                       | Notify FIS Security by email fissecurity.acct@mcgill.ca requesting a change in ORG Manager. Be sure to include the following information:  
  ✓ Full name of the individuals to remove and add  
  ✓ McGill ID of the individuals to remove and add  
  ✓ Assigned Organization Code(s)                                                                 |
| 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:  
  ✓ Full name of the individuals to remove and add  
  ✓ McGill ID of the individuals to remove and add  
  ✓ Assigned Organization Code(s)                                                                 |
| uPrint Administrator                              | Notify FIS Security by email fissecurity.acct@mcgill.ca. Be sure to include the following information:  
  ✓ Full name of the uPrint Administrator to remove  
  ✓ McGill ID of the uPrint Administrator to remove  
  ✓ Assigned Organization Code(s)                                                                 |
| 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](http://www.mcgill.ca/financialservices/ffo) |
| Delegate for the approval of purchase requisitions (MMP) and PCard transactions | Each Fund Financial Manager 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](http://kb.mcgill.ca/fskb/easylink/article.html?id=3861).  
To view all funds for which an individual is a delegate, run the *List of Fund Delegates by FFM* web or crystal report found on the FST Reports page - [http://www.mcgill.ca/financialservices/reporting/fst-reports](http://www.mcgill.ca/financialservices/reporting/fst-reports). |
| Reviewer for Advances and Expense Reports         | Notify the Travel Desk by email traveldeskhelp.acct@mcgill.ca. Be sure to include the following information:  
  ✓ Full name of the Reviewer to remove  
  ✓ McGill ID of the Reviewer to remove  
  ✓ Unit/Dept |
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| Departmental PCard Reconciler| Notify the Central PCard Administration Team by email pcardadministration@mcgill.ca and cc the Card Holder. Be sure to include the following information:  
- Full name of the Departmental PCard Reconciler to remove  
- McGill ID of the Departmental PCard Reconciler to remove  
- Full name of the PCard Holder  
- McGill ID of the PCard Holder |
| 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. |