

From: [FIS - Finance Information System](#) on behalf of [Fishelp Acct](#)
To: FIS@LISTS.MCGILL.CA
Subject: Regular software purchases & Workday Expenses / Achats réguliers de logiciels et Workday Expenses
Date: March 20, 2026 11:44:09 AM
Attachments: [image001.png](#)

This message is sent on behalf of François Pouliot, Co-Interim Associate Vice-President (Financial Services)

Hello everyone,

Following up to the communication sent on February 27th on the same subject, we hereby confirm that while we remain in a transition/stabilization period after the implementation of Workday Expense, we can **exceptionally** allow **regular software purchases** (i.e. non-travel, non-emergency) to be made with a personal credit card and for this expense to be reimbursed via Workday Expense, when one of these situations occur:

Situation 1

MMP was not set-up for this software purchase and there was no PCard available to make the purchase.

OR

Situation 2 (valid for purchases made up until April 10th)

MMP was set-up, or a PCard was available, but not knowing yet about the requirement to make a regular software purchase on MMP or a PCard, the expense has already been incurred.

In such situations, the expense may be submitted in Workday Expense, using either of these two expense items, under Expense Item Group - Travel:

- Emergency purchase - Software cloud-based
- Emergency purchase - Software subscription license

We will confirm in a separate email when the transition period will end and the exception will become unavailable.

Thank you in advance for your cooperation.

Need HELP?

- Please submit a ticket via the [FIS Service Desk Portal](#) or call us at 514-398-**3463**.