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**Object:** Reporting to SEAO

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## **AUTHORITY**

The present Directive is issued under the authority assigned to Procurement Services by the Procurement Policy.

## **PART I – PURPOSE AND SCOPE**

External audit findings by SCT have shown that McGill University does not publish several types of contract results to SEAO in compliance with its obligations set by the applicable regulations. This Directive addresses the publication delays.

## **PART II - INSTRUCTIONS**

The following instructions are effective immediately:

- 2.1. At least once every 14 days, all buyers must go through the full list of contracts and purchase orders listed under their name in the Procurement Reporting Tool and for each entry, determine the appropriate action (publish / not publish).