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Object: Research Asset Management

AUTHORITY

The present Directive is issued under the authority of the Director, Procurement Services.

PART I – PURPOSE AND SCOPE

This directive is issued to ensure that Research Asset Management is compliant with the requirements of the granting agencies, as well as with the internal processes and procedures of Procurement Services. This directive is effective immediately and applies to all research asset acquisitions, including the acquisition of additional components and related assets.

PART II – INSTRUCTIONS

- 2.1** In order for a research asset purchase requisition to be approved, the purchase requisition “Internal Note” section must indicate if the acquisition is a New Asset, Additional Component, or Additional Asset related to a previously purchased research asset (Additional related asset).
- 2.2** In cases where the purchase requisition is for an Additional Component or for an Additional Asset related to a previously purchased research asset, the asset tag number must be referenced within the purchase requisition “Internal Note” section. If the asset tag number is not known, the related purchase order(s) must be referenced within the purchase requisition “Internal Note” section.
- 2.3** If the neither the asset tag information nor the related purchase order information is available, the requestor must provide the fund number(s), supplier name, approximate time and approximate cost of purchase(s) in the “Comments” section of the purchase requisition.

PART IV – DIRECTIVE RENEWAL

This directive will remain in force until such time as it is incorporated into the appropriate University procedures.