

Changes in documentation requirements

Over the next couple of months, you may notice that staff in Purchasing, Chem Stores, Shipping & Receiving, Research Accounting and other areas will be asking for documentation and approvals which were not previously required. This is because, as part of the 10/11 Tri-Agency audit at UNBC, a number of concerns were identified.

We have an institutional responsibility to ensure that adequate internal controls are in place with regard to compliance with the agency's policies and requirements. This will protect the interests of current and future research grant and award holders.

For the most part, the issues were relatively minor and we received an overall satisfactory review but we must change how we apply and document Tri-Agency guidelines in some areas. Outlined below is a change relating to documentation for shipping and other delivery costs. We ask for your patience and cooperation as we work to make changes which will satisfy the expectations and requirements of Tri-Agency audit staff.

Web requisition requirements

One particular area of concern noted during the audit was the review of all transactions for compliance and eligibility. This includes ensuring that all transactions are approved by the grant/award holder prior to the transaction being charged to the fund. An item that causes frequent concern is shipping costs and other delivery costs related to the transport of goods and equipment to and from campus (this would include things such as purchase, demo, repairs, and courier charges). While approval of this cost has always been implied when an order is initiated, we now require explicit approval of these costs.

To implement this change with minimal disruption to everyone involved in the order/purchase/payment cycle, the following wording is now **REQUIRED** in the additional comments section prior to submission of any web requisition coded to an NSERC, SSHRC or CIHR fund (funds beginning with 21, 22 or 23):

I approve all applicable shipping & delivery costs.

Any requisitions which might have applicable delivery costs and that do not include this wording will be sent back to the requisitioner.

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