Hello! Welcome to the Post-Graduate Students' Society (PGSS) Online Tutorial for Funds Transfer.

The PGSS Online Tutorial for Funds Transfer (OTFT) is designed to simplify the transfer of funds to Post-Graduate Students' Associations (PGSAs). In order to complete and submit the tutorial, you will be asked to read and accept all of the terms and conditions of the OTFT.

We encourage you to read carefully each section before accepting the OTFT terms and conditions. If you have any doubts or questions, please do not hesitate to contact the program administrator Jacinthe Deschenes at: studentlife.pgss@mail.mcgill.ca. For additional information on the OTFT or the Post-Graduate Student Life Fund (PGSLF) please consult the PGSS Society Activities Manual Chapter 14, Section 2.

Section 1. We want to know more about you!
In order for PGSS to complete the transfer of the funds, we need you to provide to our Program Coordinator the following information:
1. An updated list of the current composition of the PGSA's Executive Board with their McGill e-mail addresses.
2. Latest version of your PGSA's Governing documents (e.g. Constitution, Bylaws, Regulations, etc.).
3. Names of the PGSA's Councillors to the PGSS Council with e-mail addresses.
4. Previous year end-of-year budget or similar financial document.

If required, the Program Coordinator may request the following information:
1. The exact location of your faculty/department Billboard.
2. The location of your department Graduates Common Room/Lounge.
3. The name and e-mail of you Associate Dean for Graduate Studies or Department Chair.
4. If applicable, the name and e-mail of your Graduate Program Director.
5. The name and e-mail of a person we could contact in your Faculty, Department or School (e.g. Program administrator, Officer Administrator, Faculty/Department Secretary, etc.)

Section 2. Comply with the law of the land!
When designing, advertising and/or developing any academic/social activities or events that require the use of PGSLF funds you must comply with Federal and Provincial Laws and Municipal, McGill University and PGSS rules and regulations. For more information on McGill's internal Alcohol Policy please visit the following webpage: https://www.mcgill.ca/alcoholpolicy/.

If your activity/event involves the consumption of alcoholic beverages please remember that:
1. If the activity/event is going to be hosted at Thompson House:
Please remember to book the room/space in advance, at least one week prior to your event. To do this please send an e-mail to: Bliss Ward at: hm.pgss@mail.mcgill.ca
You can pay your bill after your event by: cheque, credit card or debit card (if arrange with Bliss a week prior to your event).
Keep in mind that you will not be able to make another reservation at Thomson House if you have outstanding invoice.

2. For an event on campus:
Events/activities that are going to be held within McGill premises need to meet all of the requirements established in the Events Booking Guideline. If you need more information please read the McGill University Booking Guidelines, they are available at: www.mcgill.ca/eventsbookings/guidelines/

Please fill out an expense form at least one month prior to any event or activities. This process may take some time so please estimate at least 1 (one) to 2 (two) months before your process is complete.

If required, please obtain an Alcohol Permit from the authorize McGill faculty, department or administrative unit OR, if requested, an appropriate Liquor Permit issued by the Regie des Alcohol courses et jeux du Quebec. Remember that if you have a McGill Alcohol permit you will have to buy all your alcoholic beverages through McGill. For more information please consult the General Regulations Concerning the Use of Alcohol on Campus available at: http://www.mcgill.ca/eventsbookings/alcohol/regulations/.

If you or members of your association are planning to serve alcoholic beverages, please remember that you will have to complete the "Server Training Seminar" offered by the McGill office for Campus Life & Engagement. For more information please visit their webpage at: https://www.mcgill.ca/alcoholpolicy/server-training.
It is very important that you keep a copy of the Alcohol Permit. A copy if the permit will have to be attached to your expense form.

3. For an event off campus:
Your event needs to be held in a license establishment OR obtain an appropriate liquor permit issued by the Regie des Alcohol courses et jeux du Quebec.

In order for PGSS to refund your expenses you must fill an expense form at least one week prior to any event or activities. Please include the Insurance Certificate from the establishment. After this happens the Program Coordinator will contact you one week prior to the event.

Section 3. PGSLF semester cheque and reimbursements
During the fall and winter semesters you will receive a PGSLF transfer cheque with the total amount of funds that are allocated to your PGSA. All PGSLF cheques for semester transfers will be made payable to the name of the PGSA. NO CHEQUES WILL BE MADE PAYABLE TO THE NAME OF INDIVIDUAL OFFICERS OR CASH. THESE CHEQUES SHOULD BE DEPOSITED TO THE PGSA'S BANK ACCOUNT.

If you have expenses that are subject to reimbursement by PGSS please remember that you should follow the guidelines established in the Society Activities Manual of PGSS (Chapter 14,
section 2, sub-section 3.3 "Reimbursements"). PGSA can request refunds by e-mail or in person at the PGSS administrative offices.

An application is considered complete and it is ready for processing when it includes the following:
1. Complete expense form signed by the authorize officer (s) (e.g. VP Finance or President);
2. Complete name of the PGSA;
3. Summary of expenses of the event in question, including all receipts, must be received within two (2) weeks of the event;
Once the reimbursement is authorized the payment will be made in accordance with the same rules as the PGSLF Semester Transfer Cheques.
Please remember that you should have one binder per academic year where you store and organize all of your financial records (i.e. expenses form with bills). These records and supporting documents should be kept for seven years.

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By filling out the form found here: https://pgss.mcgill.ca/en/event/270, I, as the President or Vice-President Finance of my PGSA, on behalf of our PGSA, acknowledge that I understand, and therefore will comply, with all of the terms and conditions present in the OTFT.
On behalf of the PGSS we wish you a great year!

Danielle Meadows
Financial Affairs Officer
Post-Graduate Students' Society

Jacinthe Deschênes
Student Life Coordinator & PGSLF Program Coordinator
Post-Graduate Students' Society