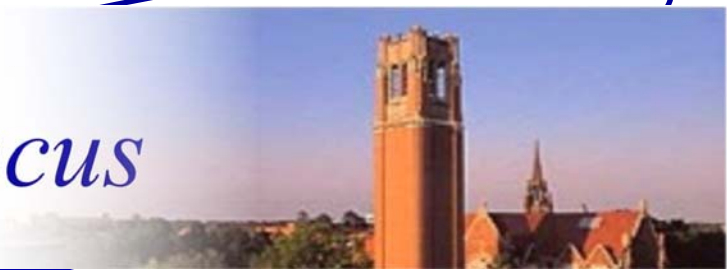


ACR Audit Focus



A quarterly newsletter from the Office of Audit & Compliance Review

Nur Erenguc, Chief Audit Executive
August, 2005

University PCard Program Requirements



The University's Purchasing Card (PCard) Program initiated in April 2004 had 4,173 ac-

active cardholders as of December 2004.

In this audit, we reviewed key controls associated with card issuance, use, and cancellation. While recognizing effective controls and efficiencies associated with the program, the following issues were identified by the audit team:

- Exceptions in complying with program guidelines in card use;
- Lack of timely card cancellation with termination of employment;
- Lack of effective monitoring of p-

card transactions including the review of supporting receipts when reconciling the transactions;

- A lack of departmental procedures to capture authorization for transactions and the documentation of receipt of goods or services.

Additional audit concerns developed included compliance with advance approval requirements such as purchases requiring Environmental Health and Safety approval.

See p-card use guidelines at www.purchasing.ufl.edu/PCD_WBT/IntroCdhldrTrn.asp with EH&S requirements at www.purchasing.ufl.edu/PCD_WBT/ehs.asp

Inside this issue:

PCard Program Requirements	1
Department Security Administrators	1
Department M&S Fees Recordkeeping	2

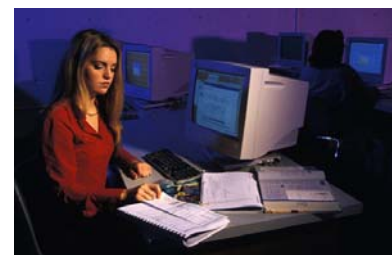
Department Security Administrators and Access Termination



When an employee terminates employment with the university, the Department Security Administrator (DSA) must verify that access to the myUFL system has been terminated as part of the Employee Exit Checklist. This must include:

- Coordinating with departmental processors to ensure that prior to terminating access the employee has entered all time, leave, and expense reports.

- Reviewing workflow routing assignments within myUFL to prevent delays in workflow routing. For example, if the terminated employee was designated an



We're
on the Web at:
OACR.UFL.EDU

OACR Address:

Office of Audit &
Compliance Review
341 Tigert Hall,
P.O. Box 113025,
Gainesville,
FL 32611

Tel: (352) 392-1391
Fax: (352) 392-3149

Editors

Al Moon
wmoon@ufl.edu

Suzanne Newman
suzmcd@ufl.edu

Brecka Anderson
andersb@ufl.edu

We're
on the Web at:
OACR.UFL.EDU

approver, the DSA should designate a new approver for that process.

- Ensuring that the employee is authorized to access the myUFL system appropriately, if the employee is changing departments

Departments Responsible for M&S Fees Tracking

Material and Supply (M&S) Fees are assessed by University Financial Services. Academic departments, however, are responsible for establishing and accounting for M&S Fees per course.

Our recent audit objective was to determine if M&S fees are established, disbursed and managed in compliance with University policies. Issues identified included:

- Some departments did not submit M&S fee proposals for courses and did not have presidential approval of course or fee amount.
- Some departments did not maintain detailed records of M&S fee collections and disbursements by course, or monitor disbursements for compliance with the fee pro-

posal.
Best practices include that the DSA and the departmental processor duties are separated. See Employee Exit Checklist at <http://www.hr.ufl.edu/forms/managers/checklist.pdf>

- Established policies did not address disposition of unspent M&S fees in the event of discontinued courses.
- Established policies did not address department chairs or deans' authorization of fee proposals.

Rules of the Office of the Provost require all departments to maintain detailed auditable records tracking M&S fee collections and disbursements for each course and to ensure disbursements are consistent with approved items in the fee proposal. See policies at www.aa.ufl.edu/material/guide.htm.

