

CONTROL SELF-ASSESSMENT

EXPENDITURES

1. Are all expenditure transactions, including P-Card transactions, and related vouchers and supporting documentation: a) reviewed to determine whether the transaction is appropriate and complies with University policy (and corrective action taken to resolve inappropriate transactions); and b) approved by someone without a conflict of interest and other than the person requesting or benefiting from the expenditure (specifically are expenditures by or on the behalf of the unit head – including P-Card purchases and Travel Vouchers -- approved by the head of the next superior administrative unit or delegate)?

Yes No Not Applicable

2. Are procedures in place to ensure that Banner statements are reviewed by an individual who does not approve vouchers and requisitions to ensure that only properly authorized transactions have been charged to the unit's C-FOAPALs?

Yes No Not Applicable

3. Are there procedures in place to prevent or detect duplicate payments to vendors or payment for goods or services not received?

Yes No Not Applicable

4. Before payment, are vendor invoices checked for accuracy and agreed to purchase orders, receiving reports, contract terms, etc.?

Yes No Not Applicable