

CONTROL SELF-ASSESSMENT

PURCHASING, CONTRACTING, AND LEASING

1. Have procedures been developed to determine, prior to initiating a purchase, whether the purchase is appropriate for the C-FOAPAL to be charged?

Yes No Not Applicable

2. When initiating a P-Card purchase, do procedures exist to ensure that the best combination of quality, total price, and delivery is obtained?

Yes No Not Applicable

3. Are the persons responsible for approving the purchase of goods and/or negotiating contracts separate from those involved in reconciling Banner statements?

Yes No Not Applicable

4. Are procedures in place to prevent multiple purchases that are intended to circumvent bid or approval limitations or other controls?

Yes No Not Applicable

5. Do procedures exist to ensure that all goods received are counted and examined by a person independent of the ordering and accounting functions and to ensure that the person receiving the goods documents the receipt and evidences his review of such?

Yes No Not Applicable

6. Are contracts and leases approved by all parties involved prior to the effective date of the contract?

Yes No Not Applicable