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

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