

OACR Audit Focus



A quarterly newsletter from the Office of Audit & Compliance Review

Nur Erenguc, Chief Audit Executive
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We're on the Web at:
OACR.UFL.EDU

UF Compliance Hotline 1-866-500-3344

As members of the University community, we have a responsibility to report compliance concerns to management. The normal administrative channel generally leads a complainant to report compliance concerns to immediate supervisors and/or central offices that offer specialized services, such as Human Resources, Audit & Compliance Review, Environmental Health and Safety or Sponsored Research. For those not comfortable reporting concerns in this manner, the University of Florida has the UF Compliance Hotline which provides an opportunity for anonymous/confidential disclosure of concerns.

The UF Compliance Hotline, managed by The Network, a provider of anonymous, confidential hotline services for many other universities and corporations, is available 24/7.

You may contact the UF Compliance Hotline by calling toll free 1-866-500-3344 or through the web at www.tnwinc.com/reportline/university. You don't have to give your name and the call or transaction is not recorded. The Network will forward your concern to the appropriate University office for review.



Laptop Security

Protecting restricted and sensitive data stored on laptop computers has become an important issue with so many reports of identity theft and stolen computers on the news. OACR recently completed an audit of laptop security at the Health Science Center. As a result of the audit, HSC is taking a more aggressive approach to security by initiating a major effort to inventory all laptops and ensure the appropriate security, including encryption, has been implemented.



University departments that maintain restricted and sensitive data should consider implementing similar security measures, such as implementing whole disk encryption to protect information. Guidelines for laptop security can be found at <https://security.health.ufl.edu/eduguides/>.

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University of Florida Foundation Disbursements



Beginning in December 2005, all disbursement vouchers required approval by a centralized voucher approval office prior to release of payment. One of these offices is the University of Florida Foundation

(Foundation) which approves vouchers with a Foundation fund source.

Our recent audit of UF Foundation dis-

bursements reflected that while disbursements were adequately supported, some departments did not submit supporting voucher documentation to Imaging (PO Box 115350 or faxed to 392-0081) in a timely manner. We also noted that the Payment Authorization Form (UFF-PA) did not always have the appropriate signatures.

If you have questions about Foundation Disbursements, please call the University of Florida Foundation at 392-5863.

Internal Control Training

The Office of Audit and Compliance Review (OACR), partnering with the Controller's Office and Human Resources is co-facilitating "PRO303 Internal Controls at UF," a course designed to help UF staff learn about internal controls and how to apply them to business processes. The course is most beneficial for employees with unit managerial and fiscal responsi-

bility. For registration and class information, log on to the UF portal, *myUFL* >My Self Service>Training and Development.



Introducing Choi Choi

Choi Choi joined OACR on January 2, 2007. Choi is a graduate of UF's Warrington College of Business Administration where she received a bachelor's degree from the Fisher School of Accounting.

Choi also received a master's degree in Decision and Information Sciences from UF. Choi previously worked as an intern with OACR before accepting a permanent position as a staff auditor.

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