

ACR Audit Focus

A quarterly newsletter from the Office of Audit & Compliance Review

Nur Erenguc, Chief Audit Executive

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Ready for the CAT visit?



From April through July 2007, selected university departments participated in the University's Control Self Assessment initiative,

completing a survey using the web-based Control Assessment Tool (CAT).

As part of the 2007-2008 audit plan, a member of our staff may contact your department to validate the CAT survey responses. A CAT team, composed of two or three auditors will

conduct on-site interviews, review documentation and perform walk-throughs to obtain a general understanding of unit control procedures related to the questions and confirm the responses.

If your department gets selected and you have questions or concerns, contact Marilyn J. Velez, Manager of Advisory Services at mjvelez@ufl.edu or by phone at 392-1391, ext. 38 or refer to http://oacr.ufl.edu/Control_Self_Assessment.htm.

Department's Controls for PCards

In a decentralized environment where over \$76 million in transactions are performed annually through the use of Purchasing Cards (PCards), effective controls are necessary to



provide reasonable assurance that transactions

are appropriate, properly authorized and accounted for. The PCard provides more flexibility for making purchases but increases the

department's responsibility to control and monitor PCard use and expenditures. Departments need to implement procedures to ensure that:

- Cardholders submit appropriate receipts within three days.
- Approvers validate purchases within eight calendar days.
- Accountability and authorizations are properly documented, including receipt verification by signature.
- The approver role is assigned to the appropriate employee.

For more information please refer to: http://www.purchasing.ufl.edu/main_purchasingcards.asp

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Checking your Payroll Direct Deposit

University policy requires most UF employees to have their paychecks electronically deposited in a bank account by submitting the Electronic Funds Transfer (EFT) request to Payroll.

Although we expect the payroll disbursement system to function seamlessly, occasionally errors do occur. Recently, an employee discovered that his paycheck was not being deposited into his bank account but he did not contact the Payroll Department until several months after the first missed disbursement. Had he

checked his bank account information on a regular basis, the error would have been discovered in a more timely manner.

We would like to remind all UF employees to check their bank accounts at least monthly and verify that the paycheck was properly deposited. Any discrepancies should be immediately reported to the Payroll Department. One of the most important controls for the payroll disbursement system is the recipient employee.

For more information please refer to: <http://fa.ufl.edu/payroll/>

OACR Welcomes New Staff!

Stan Anders, Staff IT Auditor, joined us on July 27. Stan came to us from the UF Counseling Center where he worked as a network administrator. Stan has a BS from Embry-Riddle Aeronautical University and is a Microsoft Certified Professional. He can be reached at 392-1391, ext. 37 or email andersjs@ufl.edu. See our staff information at <http://oacr.ufl.edu/Staff.htm>.

Roger Frank, Senior Audit Manager, joined OACR on August 20. Roger, a Certified Internal Auditor, has over 16 years experience in auditing which includes development of audit programs, Sarbanes-Oxley compliance and client relations. He has an MBA from the University of West Florida. He may be reached at 392-1391, ext. 30 or email at refrank@ufl.edu.