

AUDIT CHECK LIST AREAS REGULARLY REVIEWED

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Last Updated July 2024

ACCOUNTING AND FINANCIAL CONTROLS

Expenditures

- o [PPM 54b](#), [PPM 54c](#), [PPM 525a-j](#)
- o Detailed monthly reconciliations of accounts are performed (including Paw Place orders, Wildcat Store charges, petty cash reimbursements & scholarships)
- o Appropriate reconciler/supervisor approval obtained for expenditures/reconciliations
- o Banner approval limits are appropriate
- o Expenditures are within budgets
- o Expenditures are for legitimate university purposes
- o Supporting documents (Wildcat Store receipts, Printing IDB's etc.) are on file and tie to expenditures (keep on file for 4 years, 7 years for P-Card)
- o Supporting documentation adequately identifies the university purpose of expenditures, list of participants when food/meals are provided etc.
- o Accounting Services has authorized any off-campus bank accounts used by department
- o Employee awards and gifts exceeding \$50 are processed through Payroll
- o Gift cards and other items given to employees/students are adequately tracked and signed for by recipients
- o Requisitions are not used to request payment of services to an employee
- o Purchases over \$2,500 and any amount requiring a contract are initiated through processing a purchase requisition (No Confirmation Orders/After the Fact POs)

Petty Cash Reimbursements

- o [PPM 511](#)
- o Purchases are for legitimate university purposes
- o Appropriate approval has been obtained
- o Reimbursements are under \$200
- o No split transactions are made
- o Appropriate supporting receipt/ documentation has been attached

Cell Phone Stipends

- o [PPM 365](#)
- o The university "[Employee Mobile Communication Services Agreement](#)" form is completed annually & kept on file
- o PARs for stipends are properly approved
- o Stipends are appropriate for job type

Equipment / Surplus Property

- o [PPM 527](#), [5-28](#), [10-1](#), Computing Documentation Standard
- o Department verifies their equipment inventory at least annual ly
- o AssetWorksis used to track required computing equipment (10 -1)
- o Inventoried items are on hand & secured
- o Department has appropriate documentation on file for items transferred or surplusd

Deposit of Funds / Accounts Receivable (Cash Handling Procedures)

- o [PPM 53](#), [5-11a](#), [10-4](#)
- o Departmental cash handling procedures are formalized in writing
- o Appropriate segregation of duties are maintained - billing, receiving, depositing & reconciling functions performed by multiple people
- o Payment Card Industry (PCI) requirements are followed (See PPM 10-4) –Appropriate controls are in place to protect information
- o Credit cards are processed using an approved university system such as TouchNet, Transact or NetSuite
- o All transactions are documented by either an electronic cashiering system, a cash register tape or a hand written receipt
- o Cashiers operate out of separate cash register drawers and reconcile their drawers at the end of their shifts
- o All checks are restrictively endorsed immediately upon receipt "For Deposit Only to WSU"

- o A "Check Receipt Log" is used when appropriate to record & reconcile checks received in the mail
- o Voided transactions & hand written corrections to cash register tapes are approved in writing by a supervisor
- o Funds received are properly secured – Safe combinations are changed when personnel change & restricted to 2 -3 people
- o Funds are deposited at Cashier's Office or approved area by end of the next business working day in order for the university to comply with Utah Code 51-4-2(2)(a)
- o A cash report is used to deposit funds unless funds are deposited electronically
- o Deposits over \$1,000 are delivered to the Main Cashier's Office by University Police - If between \$500 - \$1,000, two employees or Police deliver deposits
- o Adequate reconciliations of funds received to deposits made are performed
- o Deposit amounts agree to supporting documentation
- o Supporting documentation is kept on file (keep on file for 7 years) Cash equivalents are properly secured & tracked (gift cards, parking tags, lab cards etc.)
- o Accounts receivables are processed through Accounting Services
- o Departmental change funds are authorized by Accounting Services – Change fund amounts are appropriate

Grants & Sponsored Projects

- o [PPM 54d](#)
- o Appropriate approvals are obtained on contracts & supporting documentation
- o Expenditures are in accordance to requirements
- o Other restrictions are followed
- o Time & effort reporting requirements are met
- o Final & other required reports are submitted per requirements

*Please Note: This check list is not all inclusive of all areas audited by Internal Audit

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PERSONNEL POLICIES

Hourly (Including Adjunct Hourly) [(R28 46.0uncDC 11.3 (11.)/MCsC q 45.36 548.)-16.28 46.08 re W n /Link 8.04 81 5631 rg 0. (u2-21.3 (06 T16.<</4E)4.46.o)5 Tw 1.358 0 Td598H)-17.7 (o

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