

Critical Control Points Checklist

Place a check mark in the first column or NA if not applicable.

✓	
	Payroll
	The individual responsible for time entry should not also approve payroll.
	The payroll approver should review each tab of the PS time entry page and print the final Department Time Entry report before approving the payroll.
	The approver should verify adjustments with supporting documentation and, for a sample of adjustments, initial and date the documents.
	Departmental paychecks should be picked up, verified to the CALC column on the final Gross Pay report and distributed by an employee independent of the payroll preparation and approval process.
	An employee independent of payroll preparation and approval should review the Final Gross Pay Report to verify that the CALC column and the ACTUAL column match. If there is a discrepancy, the reconciler must contact Payroll.
	An employee independent of payroll preparation should review on a monthly basis the Statement of Payroll Charges to verify the accuracy of reported payroll.
	Cash (includes checks) receipts
	Collections should be recorded and restrictively endorsed (i.e, stamped) immediately upon receipt. Obtain stamp from Student Business Services Office.
	Examine checks prior to deposit to ensure endorsement does not create a legal responsibility for UMBC (i.e., read any small print on the check).
	There should be an adequate separation of duties between receipt, deposit and verification functions (i.e., separation requires three people).
	Deposits must be made timely (i.e., within one business day for receipts totaling \$25 or more).
	There should be a timely (monthly), documented (initialed and dated), independent (didn't touch the cash) verification of each deposit to ensure all receipts were deposited intact (i.e., trace the amount on the "regular deposit entry" cashier's receipt to the department's original cash receipt record).
	There should be a monthly, documented (initialed and dated) review of PS financial reports to ensure each deposit (i.e., "regular deposit entry" cashiers receipt amount) was properly credited to the department's chart string.
	Procurement cards (Also, see the reverse side of the log envelope.)
	Purchases made on the card should be authorized as made or at the EOM. (Authorization implies that the purchase is an appropriate type of purchase for the cardholder and the amount paid is reasonable.)
	It is highly recommended, but not required, that someone authorize the p-card supervisor's requests for goods and services (by initialing the log).
	The transaction log should be properly completed by the cardholder as

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	purchases are made.
	The supervisor of the card holder should ensure the appropriate supporting documentation is present for all purchases, including credits.
	The supervisor of the cardholder should review the cardholder's monthly reconciliation (including the PeopleSoft report).
	If no purchases are made, the supervisor should receive a log marked "No Activity" and should ensure there were no purchases by reviewing the PS report maintained in the log. The report should indicate there were no purchases for the month.
	Non-Pcard procurements
	The requestor or requisitioner cannot also be the approver. The requestor and the requisitioner can be the same person.
	The receiver of merchandise cannot be the approver.
	Monthly, a person uninvolved in purchasing and approving merchandise should reconcile expenditures recorded on the financial reports with supporting documentation.
	To ensure availability of funding, account balances should be checked before expenditures are requisitioned.
	Equipment
	Department has a designated inventory custodian.
	Custodian is knowledgeable with regard to the inventory control guidelines. (see Inventory Control on Financial Services web site)
	Equipment added, transferred, disposed of or relocated was reported to Inventory Control. Forms are on Financial Services web site.
	An OFF-CAMPUS LOAN FORM must be completed prior to equipment being removed from the UMBC campus. The loan form states: The item must be returned in the same condition and on time or user may be held responsible for any necessary repairs or replacement. THE LOANED EQUIPMENT IS UMBC PROPERTY AND MUST BE RETURNED TO THE CAMPUS FOR DISPOSAL. The individual responsible for taking the equipment off campus has no authority to dispose of the equipment and can be held responsible for replacement.
	Petty Cash
	Has the fund been properly authorized and approved?
	Is the fund reconciled according to Petty Cash policy?
	Is the fund replenished according to University policy (contact Linda Miller X3288)?
	Is the fund properly safeguarded?
	Are quarterly surprise cash counts performed on an unannounced basis by someone other than the fund custodian?

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	Travel Expenses
	Is all travel reviewed for its benefit to the University versus its cost prior to the trip approval?
	Are travel plans made sufficiently in advance to obtain the most favorable rates and made far enough in advance so that total travel costs exceeding \$4,999 will not be split and charged to the P-card in violation of policy?
	Are travelers required to provide original receipts for all travel expenses?
	Are travel expense reports reviewed in detail prior to being approved for reimbursement?
	Are direct advance payments and the use of credit cards encouraged over cash travel advances?
	Are expense reports submitted for timely reimbursement?
	Are expenses submitted for reimbursement reviewed to ensure they were not also paid by p-card or other method?

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Monthly Purchasing Card Control Checklist

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	Order date is recorded on the day you place the order or make the purchase.
	Authorization for purchase – initialed by responsible party.
	Vendor, purchase description, cost and chart string recorded.
	Date received and initials completed, if applicable.
	Check mark for proper documentation enclosed.
	Correct date is placed in the “Reconciled to bank statement dated” column. The “statement date” on the top of the VISA statement.
	Charges for the month have been allocated.
	Required PS report is maintained in the log. The report total and Visa total agree.
	VISA statement is maintained in the log.
	Required supporting documentation is maintained in the log. Required information must show what was purchased, when it was purchased, the cost of the item or service, how it was purchased (by credit card), and that it was shipped to either the ordering unit or the warehouse.
	Sensitive Equipment (computers regardless of cost) audiovisual greater than or equal to \$1,000 and less than \$4,999) – reported to Inventory Control - Crystal Slowe ext. 52678
	Sensitive equipment allocated to the equipment account 7099951.
	If sales tax was charged in error, a credit was requested and noted in log.
	For outstanding charges (charges not on current month’s VISA), the face of log should be copied and put in next month’s log.
	Food purchase support includes activity flyer or notice and the names of the participants.
	Log signed and dated timely by the cardholder and supervisor.
	If the log is maintained on a spreadsheet, it conforms to the log format required by Purchasing Card Program policy (i.e., same information as on the log envelope, includes certification statement and signature lines).
	Cellular phone charges allocated to account 7030600.

PROHIBITED PURCHASES:

Gifts of any kind regardless of cost and regardless of where the cost is eventually allocated (i.e., gifts for retirement, gifts in lieu of salary, gifts as appreciation for voluntary work by student or employee).

Appliances, including air purifiers, unless Environmental Health & Safety deems it necessary.

Food or beverage (e.g., water and coffee) – see P-card policy for exceptions.