

THIS IS A TEST VERSION OF THIS SURVEY
Responses will NOT be recorded.

Department of Medicine Pre-Audit Questionnaire

Progress: 

Human Resources Activities

Do the time approvers have first-hand knowledge of employee attendance?

Yes

No

Do non-exempt employees and student employees designate how their wages are distributed, or is that done by the supervisor/another party?

Employee

Supervisor

Other

Are employees cross-trained to cover time entry during periods of absence?

Yes

No

Are employees cross-trained to cover time approval during periods of absence?

Yes

No

Purchasing Activities

Are purchased goods received by your division (as opposed to Central Receiving)?

Yes

No

Is receipt of purchased goods confirmed by (received by) the individual who requisitioned them?

Yes

No

Is proof of receipt of goods/services retained for purchases?

Yes

No

Is the individual reviewing and approving Payment Requests also responsible for preparing the Payment Requests and reconciling accounts?

Yes

No

Please provide a list of Procurement Card (PCard) holders in the division, along with monthly spending limits, and name and title of the individual responsible for reviewing the monthly transactions.

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Are PCards shared or used by individuals other than the cardholders?

Yes

No

If PCards are shared or used by others, is a log kept by the cardholders to reconcile all charges made to receipts?

Yes

No

N/A, cards are never shared by others

Are employees allowed to make personal purchases using the PCards?

Yes

Yes, but must reimburse the money spent

No

Does the division have a DCard?

Yes

No