

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

Department of Medicine Pre-Audit Questionnaire

Progress: 

If you answered yes to the previous question, please answer the following questions:

Is travel always pre-approved in writing by immediate supervisor or a person of sufficient authority to properly approve travel plans?

Yes

No

Does the individual approving travel plans evaluate the business purpose of the trip and its benefit to the University?

Yes

No

Are food and entertainment expenditures approved in writing in advance of the event?

Yes

No

Other Accounting Activities

How often are account reconciliations performed?

Never

Monthly

Semi-annually

Annually

Other

Who performs your account reconciliations?
(Check all that apply.)

Division manager

Division administrative staff

No one (reconciliations are not performed)

Other

Are reconciliations documented and approved by the division manager?

Yes No N/A

Discretionary accounts

Grant account

Operating accounts

Income receiving accounts

Vision accounts

Comment:

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Who is responsible for reviewing the appropriateness (allowable and allocable) of and approving payments from operating, discretionary, vision and grant accounts?
(Check all that apply.)

Division manager

Division administrative personnel

Lab personnel

Faculty

Other

Has the division made any wire transfers in the past 2 fiscal years?

Yes

No

Comment:

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Are network IDs and passwords shared (e.g., for eURF approvals)?

Yes

No

Comment:

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Please provide the name and title of individual(s) responsible for proposal preparation.

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Please provide the name and title of individual(s) responsible for award setup.

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Please provide the name and title of the individual(s) responsible for award extension.

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Please provide the name and title of the individual(s) responsible for rebudgeting.

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Please provide the name and title of the individual(s) responsible for Effort Certification and effort variance reconciliation.

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Conflict of Interest

Are conflict of interest (COI) statements current for all faculty?

Yes

No

Are there any non-faculty employees who work for another employer?

Yes

No