FINANCIAL UPDATES:

Non-cap Equip: Make sure to update Asset Mgmt system when moving equip
  Make sure tags placed on items actually belong to those items
  Make sure to place tags on items that have been entered into Asset Mgmt system

Off-Campus Equip Management: Make sure that any equipment being taken off campus by an employee has a corresponding signed AM004 form

IDBs: Approvals are to be routed to individuals with proper signature authority, per approved delegation of signature documents
  Department administrators need to document efforts to obtain receipts and/or invoices for all IDBs.
  Attendees must be documented on appropriate business meals forms
ACCOUNTS RECEIVABLE SEGREGATION OF DUTIES

In developing an effective accounts receivable control structure with proper segregation of duties, the following common accounts receivable processing and control activities should be considered:

➢ Access to Accounts Receivable System
➢ Access to Cash and Checks
➢ Access to the General Ledger
➢ Monitoring and Review

CASH HANDLING - INTERNAL CONTROLS

➢ Segregation of duties: The person receiving payments and preparing bank deposits cannot be the same individual who reconciles deposit information to the General Ledger.

➢ Check Endorsement: Must restrictively endorse checks immediately upon receipt with a “For Deposit Only” stamp.

➢ Deposit Timeliness: Cash and checks must be deposited according to the Office of Financial Services policy of weekly or when $500 or more in cash and checks has accumulated, whichever comes first.

CREDIT CARD PROCESSING

➢ Background Checks: All employees who have access to credit card systems, networks or cardholder data are required to have a background check.

➢ Employee Certification: All Employees involved in the credit card process are required to review The Ohio State University Credit Card Merchant Policy Credit Card Handling Responsibilities and Procedures Policy and sign the Responsibilities of Credit Card Handlers and Processors Form.

➢ Segregation of Duties: Departments must have segregation of duties between reconciliation of credit card activities and processing of transactions and refunds.