

**IMPORTANT MESSAGE FROM FINANCE and ADMINISTRATION - March 9, 2009:**

The University's recent state audit report cited SCSU as having deficiencies with meeting some state, CSUS and SCSU procedures; particularly in the procurement, contract and travel areas. The specific audit findings related to confirming or after-the-fact expenditures, as well as the processing of expenditures without the written approval of the proper Banner Org financial manager. It is necessary that I report to you these audit findings and the controls that must be initiated to meet the University's compliance to procedures.

You must first know that the University's audit findings relating to procurement, contracts and travel have improved significantly over the years. This is likely the result of key department staff attending purchasing, honoraria, and personal service agreements (PSAs) workshops. However, the Finance and Administration department still receives the occasional late procurement, contract or travel request. Therefore, it is necessary to take this opportunity to remind you that confirming or after-the-fact purchase requisitions, honorariums, PSAs and travel authorizations (TAs) are a violation of CSUS procedure.

In this time of fiscal challenges, it is extremely important to ensure that budget is available, that the appropriate Vice President and/or other approvals are obtained, and that the procurement request is encumbered **\*PRIOR\*** to the purchase of the goods, services or travel. As in the past, all confirming or after-the-fact purchase requisitions, honorariums, PSAs and/or TAs will continue to require a written justification for not following procedures from the requester. However, the written justification for late submittal by the requester alone will no longer be acceptable to initiate processing the procurement, contract or travel request. **Effective immediately, for all confirming or after-the-fact purchase requisitions, honorariums, PSAs and TAs, a written justification for not following procedure and a statement of action to be taken to prevent future unauthorized expenditure must be prepared by the requester and submitted to the President or Vice President of their division. The President or Vice President must provide their signature of approval in order for the Finance and Administration department to process the expenditure.**

Additionally, Banner Org financial managers, as the authorized approver for their associated budget, must sign and date any and all documents involving procurement, contracts and payment. **Effective immediately, all purchase requisitions, honorariums, PSAs, voucher disbursements, employee reimbursements and travel authorization forms will be returned unprocessed to the requester if the associated Banner Org financial manager's date of approval and authorizing signature is missing from the form.** If the Banner Org financial manager is unavailable for signature (for example: on vacation, at a conference, etc.), the President or Vice President of that division may sign the document on the Banner Org financial manager's behalf. Unfortunately, Banner Org financial managers may no longer delegate a colleague or support staff to sign on their behalf.

For further information or for help with specific questions, please contact the following:

CSUS Procurement Manual: <a href="http://www.southernct.edu/purchasing/csuproceduremanual/">http://www.southernct.edu/purchasing/csuproceduremanual/</a>	CSUS Travel Policies: <a href="http://www.southernct.edu/accountspayable/travel/">http://www.southernct.edu/accountspayable/travel/</a>
For procurement, purchase requisitions, purchase orders:  Jane Mailhiot SCSU Purchasing Manager Ext: 26704 / email: mailhiotj1	For employee reimbursements, voucher disbursements and travel authorizations:  Anna Rivera-Alfaro Accounts Payable Coordinator Ext: 26848 / email: alfaroa1
For honorariums and personal service agreements:  Cynthia Shea-Luzik Contract Compliance Specialist Ext: 25490 / email: shealuzikc1	For all other questions:  Carol Wallace Director of Administrative Support Services Ext: 25453 / email: wallacec1
If a Banner Org financial manager must be changed, the current Banner Org financial manager or the associated VP must send an EMAIL request listing the name of the current Banner Org financial manager and the name of the new Banner Org financial manager and the Banner Org(s) the request applies to, or if you need to know who is assigned as a Banner Org financial manager to the Org in question, please send either in an email request to: Lise Brule, University Controller, email: brulel1 or Kathy Montagne, Director of Accounting Services, email: montagnem1	

Thank you for your attention to this matter. James E. Blake, Executive Vice President