The Office of Audit and Compliance Review periodically distributes a Control Self Assessment (CSA) questionnaire to university units. The purpose of the questionnaire is to help units understand and evaluate their internal control environment and risks. A good internal control system helps ensure that:

- Resources are safeguarded against waste, loss, and misuse
- Resources are used in accordance with laws, regulations, and policies
- Reliable data is obtained, maintained, and accurately presented in reports

This questionnaire serves as a guide to help departments manage important controls within their units. The responses from the questionnaire will allow our office to evaluate the effectiveness of internal controls for the entire university. The CSA questionnaire will be distributed to units in January. If you would like to learn more about the CSA or to review a sample of questions please visit our website at http://oacr.ufl.edu/CSA.html.

Payment Card Industry (PCI) Compliance

Does your unit accept credit card payments? If so, it must comply with the Payment Card Industry (PCI) Data Security Standards (DSS). The PCI DSS, a set of comprehensive requirements for enhancing payment account data security, was developed by the credit card industry to assure consumers that their transactions were reliable and secure.

Credit card merchants at the University of Florida are required to follow strict procedures to protect customers’ credit card data and must prove compliance by completing an annual self-assessment questionnaire as well as a training session or workshop. These directives apply to all types of credit card activity (storage, processing and transmission of card information), including transactions processed face-to-face, over the phone, via fax, mail or the Internet. Security breaches can result in serious consequences for the university, including release of confidential information, damage to reputation, added compliance costs, the assessment of substantial fines and possible legal liabilities.

Approval from the University Controller’s Office is required before a credit/debit card merchant account can be established. Treasury Management coordinates all applications to create merchant accounts or to make changes to an existing account. Contact the Credit Card Coordinator at (352) 392-9057 for more information, or you may review the University of Florida Merchant Credit Card Policy (PDF).

We Welcome Aurymar Rodriguez-Delancy

Aurymar Rodriguez-Delancy joined OACR on October 1 as a staff auditor. Aurymar previously worked as an accountant in an advertising firm in Puerto Rico. She is a graduate of UF’s College of Health and Human Performance, where she received her bachelor’s degree from the Department of Tourism, Recreation, and Sports Management. She received an M.B.A. degree, specializing in accounting, from Universidad Metropolitana in Puerto Rico. Aurymar assists in planning audits and internal control reviews. Please join us in welcoming Aurymar to our staff.