The purchasing card, or "pcard," has brought convenience and efficiency to purchasing across campus. Part of the trade-off for these benefits has been the need for stronger authorization and processing controls at the department level.

Some departments have found it beneficial to establish an internal authorization process for purchasing delegated through the pcard. A tool for this, the "Pcard Purchase Requisition Form," has recently been made available in PDF format at http://www.purchasing.ufl.edu/Recommended_PCard_Req.pdf/.

This requisition form has been designed to provide several benefits. It may be used for advance approval and to document both purchases and purchase requests. The information it requires will help to ensure the appropriateness of the charge both as it is processed and reviewed.

We encourage you to evaluate your departmental procedures to ensure that effective authorization and processing controls have been established. Guidelines and other resources are located on the web at http://www.purchasing.ufl.edu/main_purchasingcards.asp/.

E-commerce on campus

E-commerce, or Electronic Commerce, is growing, and UF is part of this trend. Just as employees have moved to purchasing with pcards, UF students have increasingly begun paying the university by credit card - to the extent that $3.6 million in student debt payments was processed for the quarter ended June 30, 2001.

The university’s e-commerce presently occurs mostly through the web-based electronic payment systems maintained by University Financial Services (UFS). Among other considerations, this program must be in compliance with the Visa USA’s Cardholder Information Security Program.

E-commerce applications typically involve the exchange of sensitive information, including credit card numbers. The integrity of these applications rests on essential controls such as firewalls, log-on access restrictions, encryption and adequate audit trail.

As you evaluate how and whether to integrate e-commerce to your payment systems, please be aware that the Office of Finance & Administration is currently spearheading development of a university e-commerce policy.
Timely deposits

We have recently investigated several cash losses and separately encountered a situation where checks had been left for months in a departmental safe as a result of staff turnover and unfamiliarity with deposit procedures.

We would like to remind you of the university policy that collections on hand should not exceed $500 or include credit/debit card payments without next business day deposit. Deposits are to be made no less than weekly regardless of amount.

Cash handling and deposit related polices are located within the University of Florida Handbook on Business Policies and Procedures at [http://www.admin.ufl.edu/handbook/default.asp?doc=2.4.2.1.2](http://www.admin.ufl.edu/handbook/default.asp?doc=2.4.2.1.2).

These requirements reflect that funds become available for university use only once they have been deposited. Most importantly, they reduce potential for department level theft or loss by limiting what has not been deposited.

External auditors

As many of you know, our office performs follow up for audits performed on campus by the Office of the Auditor General (AG). The AG office is state funded and reports directly to the state legislature. We are, therefore, typically apprised of AG scopes and activities on campus.

Other state or federal agencies may, however, contact you directly as they schedule audits.

These agencies often contact us as well; but we remind you that you should also notify us directly as these engagements are scheduled with you. You may email us at auditor@ufl.edu, or contact Nur Ereneluc, Inspector General, or Anne Burt, Associate Inspector General, at the contact information indicated in the sidebar.