WELCOME TO OIG

Fiscal year 2000 has been an exciting year for our office both in terms of the services we have provided and the areas of campus we have served.

As many of you know, this office was established under Section 20.055, Florida Statutes, to provide a central point for the coordination and responsibility for activities that promote accountability, integrity, and efficiency for the University of Florida. We accomplish this goal through a variety of activities, including audits, advisory services and investigations.

Our challenge is to bring technical expertise as auditors, CPA’s and IT professionals to a range of topics and settings within the university. As internal consultants, we provide an independent and objective “eye” to the areas we address.

As we provide this “eye,” we typically wear several sets of glasses. We first understand the current process or facts as well as any expectations through university or other requirements. We then look for weaknesses that have surfaced and propose improvements to better meet expectations and needs.

We look forward to sharing some of where we have been and what we have found with you.

P-card Popularity Evident in Audit

As part of our purchasing card (P-card) audit, we surveyed response to the card and training by Purchasing and Disbursement Services:

<table>
<thead>
<tr>
<th>% Surveyed</th>
<th>Response</th>
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<tbody>
<tr>
<td>82%</td>
<td>Preferred to Blanket PO’s</td>
</tr>
<tr>
<td>96%</td>
<td>Found P-card Module was fairly easy to use</td>
</tr>
<tr>
<td>87%</td>
<td>Considered the training adequate</td>
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We evaluated how effectively controls over P-card use were functioning. As those attending the trainings will know, a two level screening of expenses occurs as charges post to UF systems and are assigned an object code. Statements are formally reconciled to receipts monthly.

We remind managers to review the reconciliation and support regularly to monitor these critical processes.
Keeping Track of Leave

Observations of absence and/or questions concerning time worked are a recurrent topic of the complaints we receive through sources such as the Get Lean Hotline. Ensuring that time cards and leave slips are accurate is both the remedy and defense to these concerns.

In keeping with the findings of our recent audit of sick leave use and processing, we remind you of the following:

- **Someone independent of processing should periodically review leave activity reports (paper or on-line) for leave keeper activity and for general reasonableness.**

- **Medical certification of illness should be requested when over 15 days of sick leave are used.**

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The InvestiGator – A Word on Get Lean

Through investigative services, we respond to allegations and complaints from a variety of sources. A primary source is the State Comptroller’s Get Lean Hotline at 1-800-GET-LEAN.

This Get Lean hotline was established by Florida Statutes, Title IV Chapter 17.325, to encourage citizens of the state to make suggestions for improving the operation of government. The hotline number is presented through the State Comptroller’s web site and also through a message on the pay stubs of state employees.

Often, the complainants through the Get Lean hotline choose to remain anonymous. The State Comptroller’s Office determines the agency involved and typically transmits the information relayed through the call to the agency’s IG office. This transmission is via an on-line tracking system. Our office updates this system for status and university response to the complaint once the investigation is complete.

*The Get Lean system is designed to ensure timely review and response to all calls to the hotline.*

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