

Default Question Block

QUALITY ASSURANCE REVIEW

Please complete the questionnaire to the best of your ability.

During our scheduled review period, we will discuss your responses and review your supporting documentation, i.e. reconciliations, travel, purchasing history, etc.

If you have any questions, please contact me via email at leticia.vega@utsa.edu, or by phone 210.458.5537.

Your name and title

Department Manager name and title

Department name

Purchasing One Card

Please complete the following table with the names of the employees who are responsible for the job duties listed below.

	One Card - Employee Name	One Card - Employee Name
One Card Holder	<input type="text"/>	<input type="text"/>
One Card Reviewer/Approver	<input type="text"/>	<input type="text"/>
Purchase Order (PO) Creator	<input type="text"/>	<input type="text"/>
PO Approver	<input type="text"/>	<input type="text"/>

Purchasing notes/details (optional)

****If there are more purchasers or you would like to elaborate further on the purchasing process, please do so in the space provided below.***

Does your department utilize a Purchase Request Authorization (PRA) form for purchase approvals?

*****Please note that PRA forms are NOT required, but have aided with internal approval processes as well as mitigate segregation of duties issues when there is only one employee that is responsible for both purchasing and reconciling. Many departments have created these internal PRA forms themselves. To see a sample PRA form click on [Example PRA form](#)***

- Yes
- No

Please describe the travel process in you area; (if not travel is processed in you area please respond N/A).

Monthly Reconciliation SAHARA

Please list the Department IDs that are listed under the responsibility of the Department Manager.

Are the Cost Centers and Project IDs reconciled on a monthly basis?

- Yes
- No

If not, please explain why Cost Centers and Project IDs are not reconciled monthly.

If applicable, what tracking mechanism outside of PeopleSoft do you have in place to monitor monthly transaction activity? *Please note Departments are no longer required to maintain a separate expense tracking system.*

- Quicken/Quickbooks
- Excel
- Other

Please explain your step by step procedure for monthly reconciliation in the space provided below.

Is your area reviewing open encumbrances?

- Yes
- No

Is the Department Manager provided with the uncleared transactions detail?

- Yes
- No

Is the Department Manager provided the total remaining spending balance (actual balance)?

For example, if the budget balance is \$5,000 for a particular Cost Center/Project ID, but there is a total of \$500 in expenses that have not yet encumbered, the remaining spending authority (or actual balance) is \$4,500.

-
- Yes
- No

Is the Department Manager signing/approving the monthly reconciliation on SAHARA?

- Yes
- No

Cash Handling

Does the department receive cash, checks or credit cards?

- Yes
- No

**What are the funds collected for?
What kind of payment does your department received?**

Please list the employee name and title who complete the following tasks in the space below.

	Employee Name	Employee Title
1. Collects/Receives Money (By Mail or in Person)	<input type="text"/>	<input type="text"/>
2. Logs	<input type="text"/>	<input type="text"/>
3. Creates the Deposit Transmittal Form	<input type="text"/>	<input type="text"/>
4. Approves Deposit Transmittal Form	<input type="text"/>	<input type="text"/>
5. Walks to Fiscal Services	<input type="text"/>	<input type="text"/>
6. Does the monthly reconciliation	<input type="text"/>	<input type="text"/>
7. Approves the monthly reconciliation	<input type="text"/>	<input type="text"/>

Have all employees with cash handling responsibilities completed the Cash Handling 101 course?

- Yes
- No

Has the Cash Handling Security Policy been completed and returned to Fiscal Services?

- Yes
- No

Do you have a Petty Cash fund (permanent, temporary)?

- Yes
- No

Is the Petty Cash fund periodically counted on a surprise basis by person other than the fund custodian & are the counts documented?

- Yes

No

Does management investigate all substantial variations from norms?

Yes

No

Are overages and shortages recorded in the financial system?

Yes

No

Are funds deposited within 24 hours if the sum received is greater than \$500, or at least once weekly if less?

Yes

No

If not, please explain why they are not deposited within the required period.

How do you limit access to receipt books & funds awaiting deposit?

Capital Assets Management

Please list the employee name and title responsible for the Inventory Contact Person.

Last date the annual inventory report was completed?

If applicable list equipment missing based on last annual inventory report. Was it reported appropriately?

If applicable, how are vulnerable items (e.g, laptops, iPads, cameras, projectors, etc.) properly safeguarded when not in use?

Gifts

Are gifts accepted in your area? **Please note this includes money donations*

- Yes
 No

If yes, please explain how gifts are monitored/tracked?

How does your department ensure compliance with the terms of a gift agreement when expending funds from a gift Cost Center?

Do you disburse scholarships/fellowships from gift funds?

- Yes
- No

If so, how does your area ensure compliance with the terms of the gift agreement for each scholarship/fellowship?

Information Security

If applicable, how does your area ensure any sensitive data collected/retained is properly protected? (e.g., SSNs, credit card numbers, employee information, etc)

Human Resources (Timekeeping and Employment)

What procedures does your area have in place to ensure that timekeeping for every person and for every time period has been received by the employee, reviewed by their supervisor and entered into PeopleSoft on a timely basis?

How does you area ensure all required processes are completed once a person ends his/her employment with UTSA?

Provide general comments/questions/concerns with regard to SAHARA, One card, PeopleSoft, and the QAR process.

Block 1

Please note that once you submit the survey, you will not be able to access it again to make any changes. This is the end of the survey, if you are ready to submit, click submit.