

# NON-PAYROLL EXPENDITURES QUESTIONNAIRE (NPQ)

Interviewee/ Title: \_\_\_\_\_

Name of Audited Unit: \_\_\_\_\_

Completed By/ Title: \_\_\_\_\_

Date:

## A. Standard Purchasing Cycle

1. Are BFS vouchers approved for payment only after receipt of items has been verified?  
Yes No. If yes, is the department using BFS' online receiving module, or some other method for recording receipt?
2. Is it ensured that the assigned BFS voucher approvers have enough independent information or direct knowledge to verify the correctness of the payment information as provided in BFS, when they are performing their BFS voucher approval function? Yes No
3. Have BFS roles (purchase order preparer, purchase order approver, and voucher approver) been implemented in such a way that no one person both prepares and approves the same purchase order (i.e., passwords are not shared), and receiving of goods is performed by individuals separate from the BFS voucher approver? Yes No
4. Is the BAIRS2 Transaction Verification report reconciled to supporting order and receiving documents on a monthly basis? Yes No

## B. Personal Use

1. Do employees in the department make personal use of the following:

(a) Fax Machine	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
(b) Photocopier	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
(c) Telephone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
(d) Federal Express	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
(e) UC Vehicle	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
(f) Rental Cars	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
(g) Cellular Phone	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
(h) Pager	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
(i) Calling Card	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Are employees aware of the University policy for personal use of University resources?  
Yes No
3. Does the department collect reimbursements for personal use? If so, what is the monthly volume?
4. Does the department allow employees to use University phones for personal calls?   
Yes No If yes, are employees allowed to make personal long-distance calls? Yes No

## C. Vehicle-Related Expenses

1. Does the department own or lease one or more vehicles? Yes No N/A

2. Does the department have a departmental parking permit? Yes No If yes, who is using the permit, and for what reason?
3. Does the department purchase booklets of daily parking permits? Yes No If yes, how does the department manage the use of these permits?
4. Does the department maintain a log of vehicle use? Yes No N/A Who has access to the vehicle (keys)?
5. Does the department have a UC gas credit card? Yes No N/A If yes, who has been assigned the credit card and how does the department monitor the usage?

#### **D. Low Value Purchase Authorization (LVPO)**

1. Is the organization aware of the rules regarding the \$2500 amount and restrictions on its use, such as no "invoice splitting?" Yes No
2. Is there any indication that the department intentionally split LVPO purchases in the past 12 months? Yes No
3. Does the department use procurement cards? Yes No If yes:
  - a. To whom are the cards issued?
  - b. Do individuals other than the person placing an order certify that the items were received? Yes No
  - c. Does someone other than the procurement cardholder verify all of the expenditures listed on the procurement card daily transaction report, against supporting documentation and the general ledger? Yes No If yes,
    - 1) How often is this verification performed?
    - 2) How is performance of this verification documented?
  - d. Does someone, other than the person who authorized the purchases or placed the orders, periodically review selected procurement card expenditure supporting documentation in detail, for evidence of: (1) proper authorization; (2) adequate description; (3) evidence of receipt; (4) general and specific propriety; and (5) allowability under delegated Low-value and/or Planned Purchasing authority? Yes No If yes,
    - 1) Are the documents so-reviewed signed and dated by the person who reviewed them? Yes No
  - e. Is the balance under the default chart string monitored to ensure that any necessary transfers-out are occurring within 15 calendar days? Yes No

#### **E. Independent Contractors or Consultants**

1. Has the department used any independent contractors or consultants in the past two years? Yes No If yes, what types of products or services were obtained?
2. Was the contract/agreement independently reviewed/processed by the Business Contracts and Agreements unit or by Campus Purchasing?

#### **F. Recharge Expenditures**

1. Are recharge expenditures (such as those for Mail Services, Voice and Data Services, Capital Projects, Environment Health and Safety, Business Services-Merchant, Physical Plant-Campus Services, etc.) managed any differently than other kinds of expenditures? Yes No If yes, please describe any unique processes or procedures that you use.

#### **G. Travel**

1. Roles
  - a. Who enters travel information into the reimbursement system (the Preparer role)?

- b. Who reviews travel information (the Reviewer role)?
- c. Are the Reviewers independent (administratively) of the Preparers? Yes No

2. Travel Cards and Advances

- a. Are Corporate Cards used? Yes No If yes:
  - 1) To whom are they issued?
  - 2) How does the department assure itself that the issuees have an ongoing University business need for the card?
- b. Are travel advances given? Yes No

3. Departmental Processes in Relation to Policy

- a. Do departmental authorization and review processes address key points of travel policy, such as the following?
  - 1) University business purpose for the travel
  - 2) Use of the most economical mode, and most commonly traveled route
  - 3) Ordinary and necessary expenses only
  - 4) No reimbursement on behalf of others, except room-sharers
  - 5) Per diem vs. actual subsistence expense reimbursement rates
  - 6) Travelers making sure to claim exemption from occupancy taxes where applicable
  - 7) Spousal travel
  - 8) Travel voucher timeliness (21 days)
  - 9) Presence of required receipts (airline, lodging, car rental; exceptional meal, local transportation, or miscellaneous expenses of \$75 or more; private aircraft landing and parking, extraordinary items; gifts, to hosts, costing \$25 or more; any other reimbursable items costing \$75 or more)
  - 10) Presence of agenda, itemized receipt, or other supporting documentation for all registration fees
  - 11) Presence of required signatures

**H. H. Entertainment**

1. Roles

- a. Who enters entertainment information into the reimbursement system (the Preparer role)?
- b. Who reviews entertainment information (the Reviewer role)?
- c. Who (off-line) signature-approves *non-exceptional* entertainment reimbursement requests? Is that person in all cases independent (administratively) of the person who is asking for reimbursement?
- d. Who is responsible for ensuring that entertainment charges are recorded not only in the correct *org-fund*, but also in the correct *account*?

2. Departmental Processes in Relation to Policy

- a. Does the department process reimbursement requests for any *exceptional* entertainment expenses, such as:
  - 1) Providing tickets to sporting or entertainment events Yes No ;
  - 2) Spousal/partner expenses Yes No ;
  - 3) Expense amounts that exceed the published limits Yes No ;
  - 4) Inclusion of a donation (other than a political contribution) as part of a meal or registration fee Yes No ; or
  - 5) Meals or light refreshments for official employee morale-building activities that serve a University business purpose? Yes No
  - 6) If Yes, who (off-line) signature-approves such requests?

- b. How does the department ensure that required supporting documentation is present (such as itemized receipts for expenses of \$75 or more, guest lists as required, and written justifications for exceptional requests)?
- c. Are entertainment expenses incurred while on University travel separately identified and submitted with the travel reimbursement request? Yes No N/A
- d. Does the department allow requests for reimbursement of political contributions that were included in meal or registration fees? Yes No N/A
- e. Under what circumstances are reimbursement requests related to business meetings allowed by the department?
- f. How does the department enforce the required limits on the amounts (breakfast, lunch, dinner, light refreshments, etc.) of entertainment expenses?
- g. Does the department allow reimbursement requests for expenses associated with employee birthdays, weddings, anniversaries, or farewell gatherings for employees with less than 5 years of service? Yes No
- h. Does the department furnish any on-the-job meals or meals to students? Yes No If Yes, under what circumstances are such meals provided?
- i. Does the department submit reimbursement requests for quantity purchases? Yes No If yes, how are the required inventory records maintained?
- j. Does the department process single event/single vendor costs using a single purchase order? Yes No