

**P-Cards:**

- Shipping Address should always be UMBC.
- P-card limits need to be appropriate with usage. Unnecessarily high limits increase our exposure ("opportunity") to potential fraud. It is easy to obtain a temporary limit increase – just contact Procurement (5-2273).
- Check for split purchases which may also be hiding fraud – if there are multiple purchases from one vendor – check to make sure these are not duplicates.
- Be attentive to P-card purchases and expense reimbursements for the same time period.
- Check for purchases to the same vendor over multiple months (unless there is a University contract in place with that vendor; see <http://www.umbc.edu/adminaffairs/procurement/department.shtml>) for the list of university wide contracts.

**Cash Receipts:**

- If your department receives cash or checks, verify that deposits are to be made within 24 hours of their receipt.
- Ensure the deposit is reviewed and verified independently; that is, by someone other than the person processing the deposit.

**System Access:**

- If you have an employee change job duties, review their access to PeopleSoft and other departmental systems to ensure appropriateness to their new job function.
- If you have staff transfer to another department, ensure that their access rights are changed.

**Equipment Inventory:**

- For equipment purchased via P-card, ensure that inventory addition forms are completed/submitted.
- Maintain accurate records of equipment including *locations*.
- Dispose of equipment properly; contact Financial Services at 5-2678 if there are questions.
- Do not ship equipment to an off campus address – remember that equipment purchased by the University (even if using 'start up funds' or grant funds) are UMBC property.
- Faculty who leave the university cannot take equipment with them *unless* (i) the grant provides for this, (ii) documentation is approved to confirm such an arrangement and (iii) a notice is sent to Financial Services to update the equipment inventory.

Remember the **F.R.A.U.D.** principles:

**F**lags – Take notice and follow up on any red flags

**R**eview back-up

**A**dhere to established policies

**U**nderstand the reasons for internal controls

**D**iscuss areas of concern with your staff regularly