

Purdue University's Inventory of Guidelines, Policies, Procedures, QRCs, Etc.
Key Internal Controls (Federal Appropriations, Student Aid, Sponsored Programs)

Last revised August 2022

Major Category	Internal Control/Process/Procedure	Location (web)	Responsible Unit	Individual Responsible for Update	Int. Control (I) or Process (P)	Updated Post-BPR (X=updated; P-in process)	Location of Archived Process	Comment/Notes
Governance	Internal Audit Office	https://www.purdue.edu/ia/	Internal Audit	Wendi Johnston	I	X	https://www.purdue.edu/policies/revised_policies.html	
Governance	Structure of Internal Audit Office	https://www.purdue.edu/ia/contact/index.php	Internal Audit	Wendi Johnston	I	X	Cascade	Updated the web link to reflect the IA website instead of the Bylaws of the Trustees. Also updated one employee's position title via Cascade.
Governance	Bylaws of the Trustees of Purdue University	https://www.purdue.edu/bot/about/bylaws.php	Internal Audit Board of Trustees	Board of Trustees - Corporate Secretary - Janice Indrutz (jindrutz@purdue.edu)	I	X	N/A	
Governance	Officers of the Board of Trustees	https://www.purdue.edu/bot/about/trustees/officers.php	Internal Audit Board of Trustees	Board of Trustees - Corporate Secretary - Janice Indrutz (jindrutz@purdue.edu)	I	X	N/A	Updated the web link to reflect the website for the current listing of the Board of Trustees. It was previously directed to the bylaws.
Governance	Policies located at Policy Office Website	https://www.purdue.edu/policies/	Internal Audit University Policy Office	Jessica Teets (teets@purdue.edu)	I	X	http://archives.lib.purdue.edu/cdm/search/collection/PPA/searchterm="	Note that this website is for Purdue system-wide policies. Each of the 3 campuses maintains additional policies.
Governance	President's Delegation of Authority	https://www.purdue.edu/policies/governance/vb5.html	Internal Audit VPEC	Office of the VP for Ethics and Compliance (Alysa Rollock arollock@purdue.edu)	I	X	https://www.purdue.edu/policies/governance/vb5.html#history	Last revised January 2019.
Management	Comptroller - General Information	https://www.purdue.edu/business/comptroller/	Comptroller	Kathy Vanderwall/Josh Sterrett	I	X		
Management	Comptroller Organization Structure	https://www.purdue.edu/business/comptroller/pdf/Comptroller_Org.pdf	Comptroller	Kathy Vanderwall/Josh Sterrett	I	X		
Management	Managerial Accounting Services	http://www.purdue.edu/business/costing/	Comptroller - Managerial Accounting Services	Kim Hoebel	P	X		Changed to Updated Status 8/3/2020
Management	Data and Information	https://www.purdue.edu/business/sps/data/index.html	SPS	Stephanie Willis & Susan Corwin	I	X		
Management	GM AIMS	https://www.purdue.edu/business/sps/data/GM_AIMS.html	SPS	Stephanie Willis & Susan Corwin	I	X		
Management	SPS Administration	https://www.purdue.edu/business/sps/pdf/SPS%20Admin%20Org%20Chart.pdf	SPS	Stephanie Willis	I	X		
Management	SPS Ag Field Office	https://www.purdue.edu/business/sps/pdf/SPS%20AG%20Org%20Chart.pdf	SPS	Beth Siple	I	X		
Management	SPS Organization	https://www.purdue.edu/business/sps/general/org_chart/index.html	SPS	Stephanie Willis	I	X		
Management	SPS Post-award	https://www.purdue.edu/business/sps/postaward/index.html	SPS	Susan Corwin	I	X		
Management	SPS Pre-award	https://www.purdue.edu/business/sps/preaward/index.html	SPS	Amanda Hamaker	I	X		
Control Activities - Policies and Procedures	Account Management Guidelines-Federal Appropriations	https://www.purdue.edu/business/account/pdf/Account_Mgmt_Guide_Fed_Approp.pdf	Ag Bus Ofc	Susan Kremer/Beth Siple	I	X		
Control Activities - Policies and Procedures	Accounting and Financial Management Governance-Federal Appropriations	https://www.purdue.edu/business/account/govManual/manual-topics.html	Ag Bus Ofc	Susan Kremer/Beth Siple	I	X		
Control Activities - Policies and Procedures	BPR Finance Training-Ag Funds	https://www.purdue.edu/business/comptroller/finTraining/	Ag Bus Ofc	Susan Kremer/Beth Siple	P	X		
Control Activities - Policies and Procedures	Revolving Fund Procedures	https://www.purdue.edu/business/account/RefRes/revfunds/index.html	Comptroller	Elvira Burke	I	X		
Control Activities - Policies and Procedures	Abbreviations Used in Accounting Materials	https://www.purdue.edu/business/account/RefRes/abbr.html	Comptroller - Accounting Services	Josh Sterrett	P	X		
Control Activities - Policies and Procedures	Account Management Guidelines - Student Aid	https://www.purdue.edu/business/account/RefRes/acmg.html	Comptroller - Accounting Services	Janet Kiewer	I	X		
Control Activities - Policies and Procedures	Account Structure Summary	https://www.purdue.edu/business/account/govManual/manual-financial.html	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive	
Control Activities - Policies and Procedures	Accounting and Financial Management Governance Manual	https://www.purdue.edu/business/account/govManual/index.html	Comptroller - Accounting Services	Various/Shannon Goff/Kathy Vanderwall	P	X		
Control Activities - Policies and Procedures	Agency - Outside Award Funds	https://www.purdue.edu/business/account/pdf/Account_Management_Guidelines_Agency_Outside_wards-final_no.pdf	Comptroller - Accounting Services	Josh Sterrett	P	X		
Control Activities - Policies and Procedures	Auxiliary and Service Enterprise Funds	https://www.purdue.edu/business/account/pdf/Account_Management_Guidelines_Aux_and_Serv_Ent-Final_posted.pdf	Comptroller - Accounting Services	Janet Kiewer	P	X		Auxiliary & Service Enterprise funds should be included in the income producing guidelines based on the new finance structure.
Control Activities - Policies and Procedures	Definitions of Award, Prize, Scholarship, and Grant	https://www.purdue.edu/business/account/RefRes/defin.html	Comptroller - Accounting Services	Josh Sterrett	P	X		
Control Activities - Policies and Procedures	Document Types	https://www.purdue.edu/business/account/BPM/xls/Document%20Type%20Information.xlsx	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive	
Control Activities - Policies and Procedures	Endowment Management Guidelines	https://www.purdue.edu/business/account/pdf/Endowment_Management_Guidelines_1.19.10.pdf	Comptroller - Accounting Services	Janet Kiewer	P	X		
Control Activities - Policies and Procedures	Endowment Types	https://www.purdue.edu/business/account/RefRes/endow.html	Comptroller - Accounting Services	Josh Sterrett	P	X		
Control Activities - Policies and Procedures	Finance Training	https://www.purdue.edu/business/comptroller/finTraining/index.php	Comptroller - Accounting Services	Josh Sterrett/Rebecca Miller/Andrew Bean	P	X	https://www.purdue.edu/business/comptroller/finTraining/index.php	
Control Activities - Policies and Procedures	Financial Report Policies	https://www.purdue.edu/business/account/BPM/Finreppol/index.html	Comptroller - Accounting Services	Josh Sterrett	I	X		
Control Activities - Policies and Procedures	Forms	https://www.purdue.edu/business/account/RefRes/forms.html	Comptroller - Accounting Services	Josh Sterrett	P	X		
Control Activities - Policies and Procedures	Fund Group References	Archive Only, reference fund listing	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive	reference Fund listing #145 now serves both purposes
Control Activities - Policies and Procedures	Fund Listing	https://www.purdue.edu/business/account/xls/Funds-New.xlsx	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive	
Control Activities - Policies and Procedures	General Funds - Guidelines	https://www.purdue.edu/business/account/pdf/Account_Management_Guidelines_Gen_Funds-final_posted_7-26-10.pdf	Comptroller - Accounting Services	Janet Kiewer	P	X		
Control Activities - Policies and Procedures	General Ledger List and Descriptions	https://www.purdue.edu/business/account/General%20Ledger/index.html	Comptroller - Accounting Services	Josh Sterrett/Rebecca Miller	P	X		The below is in process of being updated and moved to Cognos. It will no longer be housed on the website.
Control Activities - Policies and Procedures	Gift Funds - Guidelines	https://www.purdue.edu/business/account/pdf/Account_Mgmt_Guidelines_Gift_Funds.pdf	Comptroller - Accounting Services	Janet Kiewer	P	X		
Control Activities - Policies and Procedures	GR/IR Postings	https://www.purdue.edu/business/account/xls/GR-IR_Postings.xls	Comptroller - Accounting Services	Josh Sterrett	P	X		
Control Activities - Policies and Procedures	Hospitality Expenditure Policy FAQ's	https://www.purdue.edu/business/account/pdf/hospitality%20Expenditure%20Policy%20FAQ.pdf	Comptroller - Accounting Services	Josh Sterrett	P	P		see policy IIA.1
Control Activities - Policies and Procedures	Merchant Card - Office of Treasury Operations	http://www.purdue.edu/business/treasuryop/Card_Web_Payments/	Comptroller - Accounting Services	OTO	P	X		link to another dept website
Control Activities - Policies and Procedures	Month-End Document Deadlines	https://www.purdue.edu/business/account/RefRes/deadlines.html	Comptroller - Accounting Services	Josh Sterrett/Shannon Goff	P	P		

Control Activities - Policies and Procedures	Pending and Clearing Procedures	https://www.purdue.edu/business/account/doc/pendclear.docx	Comptroller - Accounting Services	Josh Sterrett	P	P		
Control Activities - Policies and Procedures	Promotional and Marketing Expenditure Guidelines	https://www.purdue.edu/business/account/pdf/Marketing%20Prom%20revised.pdf	Comptroller - Accounting Services	Josh Sterrett	P	P		
Control Activities - Policies and Procedures	Purchasing Card Information	https://www.purdue.edu/business/procurement/Purchasing_Card/index.html	Comptroller - Accounting Services	Procurement	P	X		link to another dept website
Control Activities - Policies and Procedures	References/Resources	https://www.purdue.edu/business/account/RefRes/index.html	Comptroller - Accounting Services	Josh Sterrett/Rebecca Miller	P	P		
Control Activities - Policies and Procedures	SAP Ledgers - Differences Between	https://www.purdue.edu/business/account/doc/SAPLedgersDiff2.doc	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive	
Control Activities - Policies and Procedures	Standard Rules for Available Funding Classification	https://www.purdue.edu/business/account/pdf/Standards%20rules%20for%20available%20funds%20classification.pdf	Comptroller - Accounting Services	Rebecca Miller	P	X		
Control Activities - Policies and Procedures	State Line Item Funds - Guidelines	https://www.purdue.edu/business/account/pdf/Account_Mgmt_Guide_State_Line_Item_1-29-10.doc.pdf	Comptroller - Accounting Services	Susan Kremer/Beth Siple	P	P		includes ADD? State line appropriations. Will update later since not part annual federal audit.
Control Activities - Policies and Procedures	Transaction Rules	https://www.purdue.edu/business/account/BPM/pdf/Transaction%20Rules.pdf	Comptroller - Accounting Services	Josh Sterrett/Rebecca Miller	P	X		
Control Activities - Policies and Procedures	Transfer Procedures and GL Account Grid	https://www.purdue.edu/business/account/govManual/Transfers/index.html	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive	incorporated into governance manual
Control Activities - Policies and Procedures	Year End Carry Forward Information	https://www.purdue.edu/business/account/govManual/manual-topics.html	Comptroller - Accounting Services	Josh Sterrett/Rebecca Miller	P	X	https://www.purdue.edu/business/account/doc/Summary_Year_End_Carry_Forward.doc	word document
Control Activities - Policies and Procedures	Accounts Payable	https://www.purdue.edu/business/comptroller/ap/	Comptroller - Accounts Payable	Judy Ewbank	P	X	Comptroller shared drive	This site has moved to: https://www.purdue.edu/business/account/actpay/index.html
Control Activities - Policies and Procedures	Best Practices for Keying Payments	https://sharepoint.purdue.edu/sites/treasurer/bcp/training/Share%20Documents/Best%20Practices%20for%20keying%20payments.docx	Comptroller - Accounts Payable	Judy Ewbank	P	X	Comptroller shared drive	
Control Activities - Policies and Procedures	Business Process for Submitting Documents for Payment - QRC	Archive Only	Comptroller - Accounts Payable	Judy Ewbank	P	X	http://www.purdue.edu/business/comptroller/pdf/Business%20Process%20for%20Submitting%20Documents%20for%20Payment_Tax%20Review.docx	no longer used - removed from website
Control Activities - Policies and Procedures	Cancel and Rewrite Process	https://www.purdue.edu/business/comptroller/pdf/Cancel_and_rewrite_process.pdf	Comptroller - Accounts Payable	Judy Ewbank	P	X	Comptroller shared drive	
Control Activities - Policies and Procedures	Credit Memo Instructions	Archive Only	Comptroller - Accounts Payable	Judy Ewbank	P	X	https://spa2010.itap.purdue.edu/Business/Busforms/Business%20Forms/Credit_Memo_Instructions.doc	no longer used - removed from website
Control Activities - Policies and Procedures	Direct Invoice Voucher Instructions	Archive Only	Comptroller - Accounts Payable	Judy Ewbank	P	X	https://spa2010.itap.purdue.edu/Business/Busforms/Business%20Forms/Direct_Debit_Journal_Voucher_Instructions.doc	no longer used - removed from website
Control Activities - Policies and Procedures	Exceptions	https://www.purdue.edu/business/account/pdf/Exceptions%20list.xlsx	Comptroller - Accounts Payable	Judy Ewbank	P	X		
Control Activities - Policies and Procedures	Guidelines for Submitting Documents for Payment	Archive Only	Comptroller - Accounts Payable	Judy Ewbank	P	X	http://www.purdue.edu/business/comptroller/pdf/Guidelines%20for%20Submitting%20Documents%20for%20Payment.docx	no longer used - removed from website
Control Activities - Policies and Procedures	Internal Process and Policies for Payments	https://www.purdue.edu/business/comptroller/doc/DisbursementInternalPymtProcess-OnePurdue.doc	Comptroller - Accounts Payable	Judy Ewbank	I	X		This item has been updated but is located externally on the AP shared drive.
Control Activities - Policies and Procedures	Out of Tolerance Guidelines	http://www.purdue.edu/business/comptroller/doc/OutofToleranceguidelines.doc	Comptroller - Accounts Payable	Judy Ewbank	I	X		
Control Activities - Policies and Procedures	Pay Non PO Related Invoice via ACH	Archive Only	Comptroller - Accounts Payable	Judy Ewbank	P	X	https://spa2010.itap.purdue.edu/Business/businessatpurdue/Process%20Library/Prepare%20Non-ACH%20related%20invoice%20via%20ACH%20for%20Suppliers%20%20Direct%20Invoice%20voucher.docx?Web=1	no longer used - removed from website
Control Activities - Policies and Procedures	Single Use Accounts (SUA's)	https://www.purdue.edu/business/comptroller/ap/sua.php	Comptroller - Accounts Payable	Judy Ewbank	P	X		This site has moved to: https://www.purdue.edu/business/comptroller/ap/sua.php
Control Activities - Policies and Procedures	1098-T	https://www.purdue.edu/bursar/fags/1098t.php	Comptroller - Bursar	Tim Riley	P	X	Updated 8/3/2020	
Control Activities - Policies and Procedures	Bursar Operations/Accounting Manual	documented internally on Bursar share drive - contact Tim Riley	Comptroller - Bursar	Tim Riley	I	X		
Control Activities - Policies and Procedures	Federal Cash Draw/Daily Recon	documented internally on Bursar share drive - contact Tim Riley	Comptroller - Bursar	Tim Riley	I	X	Comptroller shared drive	
Control Activities - Policies and Procedures	Return to Title IV Funds	https://www.purdue.edu/bursar/tuition/refund-withdrawals/return.php	Comptroller - Bursar	Tim Riley	P	X	Updated 8/3/2020	
Control Activities - Policies and Procedures	State Award Cash - Recon	documented internally on Bursar share drive - contact Tim Riley	Comptroller - Bursar	Tim Riley	I	X	Comptroller shared drive	
Control Activities - Policies and Procedures	University Refund Policy	https://www.purdue.edu/bursar/tuition/refund-withdrawals/policies.php	Comptroller - Bursar	Tim Riley	I	X	Updated 8/3/2020	
Control Activities - Policies and Procedures	University Withdrawal Procedures	https://www.purdue.edu/advocacy/students/withdrawal.html	Comptroller - Bursar	Tim Riley	I	X	Updated 8/3/2020	
Control Activities - Policies and Procedures	Capital Asset Accounting - General Procedures	https://www.purdue.edu/business/mas/property/policyproc/index.php	Comptroller - Managerial Accounting Services	Kim Hoebel	I	X		
Control Activities - Policies and Procedures	CAS Guidelines - Cost Accounting Standards	https://www.purdue.edu/business/mas/costing/casguidelines/index.php	Comptroller - Managerial Accounting Services	Kim Hoebel	I	X		
Control Activities - Policies and Procedures	Consultants (Chapter 6.4.1.3 of SPS Handbook)	https://www.purdue.edu/hr/buspur/nonemppgy/consultper.php	Comptroller - Managerial Accounting Services	Ray Polikaitis	I	X	Updated 8/3/2020	
Control Activities - Policies and Procedures	Cost Allocation Guidelines for Charges to Sponsored Programs	https://www.purdue.edu/business/mas/costing/casGuidelines/CostAllocationGuidelines.php	Comptroller - Managerial Accounting Services	Kim Hoebel	I	X		
Control Activities - Policies and Procedures	Effort Reporting Policy	https://www.purdue.edu/policies/business-finance/lic1.html#statement	Comptroller - Managerial Accounting Services	Kim Hoebel	I	X		
Control Activities - Policies and Procedures	Income Producing Funds - Guidelines	https://www.purdue.edu/business/account/pdf/Account_Mgmt_Guidelines_Income_Producing_funds%20July%202020.pdf	Comptroller - Managerial Accounting Services	Cheryl Cornell	P	X	Updated 8/3/2020	
Control Activities - Policies and Procedures	A/R Non-Student credit and Collection Operating Procedures	https://sp2023.itap.purdue.edu/businessservices/urco/policies/procedures/operatingProcedures/2nonStudentAR.html	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Accounts Receivable	https://www.purdue.edu/business/urco/ar/index.html	Comptroller - URCO	Edie Doland	P	X		
Control Activities - Policies and Procedures	Bad Debt Expense Write-Off	https://www.purdue.edu/business/urco/policies/procedures/operatingProcedures/7writeOff.html	Comptroller - URCO	Rick Shoaf	I	X		
Control Activities - Policies and Procedures	Bankruptcy	https://www.purdue.edu/business/urco/policies/procedures/operatingProcedures/5bankruptcy.html	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Cash Handling	https://sp2023.itap.purdue.edu/businessservices/urco/CashHandling/5SitePages/CHP.aspx	Comptroller - URCO	Rick Shoaf	I	X		
Control Activities - Policies and Procedures	Collection of Past Due Accounts	https://www.purdue.edu/business/urco/policies/procedures/operatingProcedures/4collection.html	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Credit and Collections Operating Procedure	https://www.purdue.edu/business/urco/policies/procedures/operatingProcedures/index.html	Comptroller - URCO	Rick Shoaf	P	X		

Control Activities - Policies and Procedures	Disputed Charges Procedures	https://www.purdue.edu/business/urco/policies/procedures/operating-procedures/ar-disputed-charges.html	Comptroller - URCO	Rick Shoaf	I	X		
Control Activities - Policies and Procedures	Reporting	https://www.purdue.edu/business/urco/policies/procedures/operating-procedures/reporting.html	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Returned Payment Items	https://www.purdue.edu/business/urco/policies/procedures/operating-procedures/returned-payment-items.html	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Student Accounts Receivable	https://www.purdue.edu/business/urco/policies/procedures/operating-procedures/student-ar.html	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Student Loans - Perkins, Health Profession and Institutional	documented internally - contact Carl Horner	Comptroller - URCO	Carl Horner	P	X		
Control Activities - Policies and Procedures	FAFSA	https://www.purdue.edu/dfa/	DFA	Joel Wenger	P	X		
Control Activities - Policies and Procedures	Financial Aid Policies & Appeals	https://www.purdue.edu/dfa/contact/policies/appeals/	DFA	Joel Wenger	I	X		
Control Activities - Policies and Procedures	Financial Aid Terms & Conditions	https://www.purdue.edu/dfa/contact/conditions/	DFA	Joel Wenger	I	X		
Control Activities - Policies and Procedures	How to Accept Aid	https://www.purdue.edu/dfa/accept/	DFA	Joel Wenger	P	X		
Control Activities - Policies and Procedures	Monthly Loan Reconciliation - Banner with COD	documented internally in DFA - contact Joel Wenger	DFA	Joel Wenger	I	X		
Control Activities - Policies and Procedures	Monthly Pell Reconciliation - Banner with COD	documented internally in DFA - contact Joel Wenger	DFA	Joel Wenger	I	X		
Control Activities - Policies and Procedures	Secure your Aid	https://www.purdue.edu/dfa/accept/refund/	DFA	Joel Wenger	P	X		
Control Activities - Policies and Procedures	Student Financial Aid Satisfactory Academic Progress Policy	https://www.purdue.edu/dfa/manage/	DFA	Joel Wenger	I	X		
Control Activities - Policies and Procedures	Types of Financial Aid - Federal Work Study	https://www.purdue.edu/dfa/aid/workstudy/	DFA	Joel Wenger	P	X		
Control Activities - Policies and Procedures	Types of Financial Aid - Grants	https://www.purdue.edu/dfa/aid/grants/	DFA	Joel Wenger	P	X		
Control Activities - Policies and Procedures	Types of Financial Aid - Loans	https://www.purdue.edu/dfa/aid/loans/	DFA	Joel Wenger	P	X		
Control Activities - Policies and Procedures	University Withdrawal Procedures	https://www.purdue.edu/advocacy/students/withdrawal.html	DFA	Joel Wenger	I	X		
Control Activities - Policies and Procedures	Individual Financial Conflicts of Interest	https://www.purdue.edu/policies/ethics/lib2.html?_ga=2.18501495.3.1617566712.16.75.294920.208771091.1561726340	Ethics and Compliance	Debby Walker	I	X		Changed to reference University Ethics Policies
Control Activities - Policies and Procedures	Outside Activities	https://www.purdue.edu/ethics/resources/ROAformguidelines.php	Ethics and Compliance	TBD	I	X		
Control Activities - Policies and Procedures	Statement of Integrity and Code of Conduct	https://www.purdue.edu/purdue/about/integrity_statement.php	Ethics and Compliance	TBD	I	X		
Control Activities - Policies and Procedures	Research Compliance Tab	https://www.purdue.edu/research/regulatory-affairs/	EVPRP	EVPRP Office	I	X		
Control Activities - Policies and Procedures	Restricted Persons/Parties Screening	https://www.purdue.edu/research/docs/pdf/requestform.pdf	EVPRP	EVPRP Office	I	X		
Control Activities - Policies and Procedures	Business @ Purdue Processes	https://spa2010.itap.purdue.edu/business/businessatpurdue/	HR	Cathleen Cline	P	X		
Control Activities - Policies and Procedures	Business at Purdue	https://spa.itap.purdue.edu/business/businessatpurdue/Pages/default.aspx	HR	Cathleen Cline	I	X		
Control Activities - Policies and Procedures	Employee Orientation	https://www.purdue.edu/hr/neo/index.php	HR	Cathleen Cline	I	X		
Control Activities - Policies and Procedures	Faculty and Staff Handbook	https://www.purdue.edu/faculty_staff_handbook/	HR	Cathleen Cline	I	X		
Control Activities - Policies and Procedures	HR University Policies	https://www.purdue.edu/hr/	HR	Cathleen Cline	I	X		
Control Activities - Policies and Procedures	Payroll & Tax Services - Policies and Procedures	https://www.purdue.edu/hr/paytimepractices/index.php	HR/Payroll	Cathleen Cline	I	X		
Control Activities - Policies and Procedures	Anonymous Reporting Line	https://www.purdue.edu/hotline/	Internal Audit	Wendi Johnston	I	X	IA directory	2 additional procedure documents exist in the IA directory.
Control Activities - Policies and Procedures	Banking system access/controls	OTO LAN	OTO	Terri Mimms	I	X		
Control Activities - Policies and Procedures	Build America Bonds Subsidy request/claim	OTO LAN	OTO	Jeff Maresh	I	X		
Control Activities - Policies and Procedures	Cash Recycler // Remote Deposit	OTO LAN	OTO	Terri Mimms	I	X		
Control Activities - Policies and Procedures	Claiming Incoming Electronic Funds	https://sp2013.itap.purdue.edu/treasuryservices/Unclaimed/default.aspx	OTO	Barb Meihls	P	X		
Control Activities - Policies and Procedures	Control of University Bank Account signatories	OTO LAN	OTO	Terri Mimms	I	X		
Control Activities - Policies and Procedures	Establishment of credit card merchants	https://sp2013.itap.purdue.edu/treasuryservices/paymentcardcommerce/SitePages/Home.aspx	OTO	Debbie Wert	I	X		
Control Activities - Policies and Procedures	Opening a new/closing an existing bank account	OTO LAN	OTO	Terri Mimms	I	X		
Control Activities - Policies and Procedures	PCI Compliance	https://www.purdue.edu/policies/business-finance/s1.html	OTO	Terri Mimms	I	X		
Control Activities - Policies and Procedures	Private Business Use compliance	https://www.purdue.edu/policies/business-finance/s2.html	OTO	Denise Laussade	I	X		
Control Activities - Policies and Procedures	Purdue Investment Plan Cash (PIPC) Income Distribution	OTO LAN	OTO	Terri Mimms	I	X		Signed by CAR 5/7/19
Control Activities - Policies and Procedures	Remote Capture (of deposit checks) authorization & Process	OTO LAN	OTO	Terri Mimms	I	X		
Control Activities - Policies and Procedures	State Appropriation for Fee replacement - request/claim	OTO LAN	OTO	Jeff Maresh	I	X		
Control Activities - Policies and Procedures	Tax Exempt Bond Compliance Handbook	Department website/firewall	OTO	Denise Laussade	I	X		
Control Activities - Policies and Procedures	Wire Transfer Request Form/Process	https://sharepoint.purdue.edu/sites/treasurer/Docs/training/Shared_Documents/Form_-_Wire_Transfer_Request.pdf	OTO	Lori Barnard	P	X		Updated 8/3/2020
Control Activities - Policies and Procedures	Procurement Delegation Manual	https://www.purdue.edu/procurement/documents/delegation-manual.pdf	Procurement	Tiffany Weatherford	I	X		New Manual covers everything related to procurement
Control Activities - Policies and Procedures	Purchasing Instructions	https://www.purdue.edu/procurement/purchasing/index.php	Procurement	Tiffany Weatherford	P	X		New weblink active on 12/6
Control Activities - Policies and Procedures	Requests for Purchase \$10,000 & Over	https://www.purdue.edu/procurement/purchasing/competitive-bids.php	Procurement	Tiffany Weatherford	I	X		Replaced with Procurement Delegation Manual and also on web page that goes live 12/6
Control Activities - Policies and Procedures	Sourcing Documentation	https://www.purdue.edu/procurement/documents/delegation-manual.pdf	Procurement	Tiffany Weatherford	P	X		Replaced with Procurement Delegation Manual
Control Activities - Policies and Procedures	Special Purchases	https://www.purdue.edu/procurement/purchasing/special-purchases/index.php	Procurement	Tiffany Weatherford	P	X		Has own webpage for Special Purchases and also detailed in Delegation Manual. Special Purchase form is located at https://www.purdue.edu/procurement/purchasing/special-purchases/index.php
Control Activities - Policies and Procedures	Travel Guidelines	https://www.purdue.edu/procurement/travel/	Procurement	Tiffany Weatherford	I	X		New website effective Feb 2020. Most current copy can be found on Travel webpage
Control Activities - Policies and Procedures	Vendor Visitation Handbook	https://www.purdue.edu/procurement/supplier-info/resources/vendor-handbook.php	Procurement	Tiffany Weatherford	I	X		New website effective Feb 2020. Most current copy of Vendor Manual can be found on Supplier webpage under Procurement
Control Activities - Policies and Procedures	Purchasing Card Policies and Procedures - Revised Oct 2019	https://www.purdue.edu/procurement/documents/purchasing-card-manual.pdf	Procurement	Tiffany Weatherford	I	X		Replaced with Procurement Delegation Manual
Control Activities - Policies and Procedures	Purchasing Standard Terms and Conditions	https://www.purdue.edu/procurement/supplier-info/purchasing/termsconditions.php	Procurement	Tiffany Weatherford	I	X		New weblink active on 12/6
Control Activities - Policies and Procedures	Record Retention Guidelines	https://www.purdue.edu/business/records/Records_Retention/	Records Management	Kristi Mickle	I	X		
Control Activities - Policies and Procedures	Administration of NIH Salary Limitation	https://grants.nih.gov/grants/guide/notice-files/NOT-OD-22-076.html#:~:text=the%20salary%20cap%20for%20grant%20year%202%2C%202022%2C%20is%20%24203%2C%20700	SPS	Susan Corwin & Heather Toro	I	X	https://www.purdue.edu/business/sps/postaward/sponsors/dhhs/index.html	
Control Activities - Policies and Procedures	Administration of Unexpended Funds	https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/4.html	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Certification of Pay while on Travel	https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/travelhome.html	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Checking for Administrative/clerical salaries in closing	https://www.purdue.edu/business/sps/pdf/AdminClericalSalaryCheck%10-09.pdf	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Claiming Incoming Electronic Funds - Federal	K1_DepAI\POSTAWARD\Process Guides	SPS	Susan Corwin	P	X		
Control Activities - Policies and Procedures	Collection of Sponsored Funds	https://www.purdue.edu/business/sps/pdf/collection_sponsored_funds.pdf	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Correcting Document Guidelines	https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/correctdoc.html	SPS	Susan Corwin & Janet Kliever	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Cost Sharing	https://www.purdue.edu/business/sps/postaward/bs/costsharing.html	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	

Control Activities - Policies and Procedures	Costs Transfer Guidelines	https://www.purdue.edu/business/sps/doc/Final_Cost_Transfer_Guidelines.doc	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Equipment Orders> \$50,000	Document removed; No longer applicable in new process	SPS	Susan Corwin	I	X	https://www.purdue.edu/business/sps/postaward/archive.html	Archived
Control Activities - Policies and Procedures	F&A Rate Agreements and Policy	https://www.purdue.edu/business/sps/postaward/bs/accountmgt/fahome.html	SPS	Susan Corwin	I	X	https://www.purdue.edu/business/sps/postaward/bs/accountmgt/fahome.html	
Control Activities - Policies and Procedures	FFATA Handbook	https://www.purdue.edu/business/sps/pdf/FFATA_Handbook.pdf	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Notice to Proceed form	https://www.purdue.edu/business/sps/pdf/nto.pdf	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Notice to Proceed instructions	https://www.purdue.edu/business/sps/pdf/NTPinstructions.pdf	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Overdraft Lock Management Memo	https://www.purdue.edu/business/sps/pdf/OverdraftLockManagementExpectations.pdf	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Participant Support Costs	https://www.purdue.edu/business/sps/pdf/Participant%20Support%20Guidelines.pdf	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Post Award Process Guides	K:_DeptAll\POSTAWARD\Process Guides	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Post Award QRC's	K:_DeptAll\POSTAWARD\QRC's	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Preaudit Process	https://www.purdue.edu/business/sps/postaward/bs/preaudit.html	SPS	Susan Corwin	I	X	The Pre-audit Process (purdue.edu)	
Control Activities - Policies and Procedures	Prior Approvals	https://www.purdue.edu/business/sps/postaward/bs/priorapproval.html	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Procedures for Screening Equipment to be Purchased with Federal Funds	https://www.purdue.edu/business/mas/property/policyproc/screening.html	SPS	Kim Hoebel	I	X		
Control Activities - Policies and Procedures	Questionable Transaction Report - Business Management	https://www.purdue.edu/business/sps/pdf/QTR_BusMgmt.pdf	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Questionable Transaction Report - SPS	https://www.purdue.edu/business/sps/postaward/bs/accountmgt/qtrresources.html	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Reporting Requirements on Sponsored Projects	https://www.purdue.edu/business/sps/pdf/report1.pdf	SPS	Susan Corwin	I	X		
Control Activities - Policies and Procedures	Sponsored Programs Account Management Guidelines	https://www.purdue.edu/business/sps/postaward/bs/accountmgt/index.html	SPS	Janet Kilewer & Susan Corwin	I	X	https://www.purdue.edu/business/sps/postaward/archive.html	S/7 with T.C. Mason for review/feedback. Sent updated forms and sections to Susan 4/29/19.
Control Activities - Policies and Procedures	SPS ARRA Handbook	https://www.purdue.edu/business/sps/pdf/ARRA_Handbook_2010.pdf	SPS	Susan Corwin	I	X	https://www.purdue.edu/business/sps/pdf/ARRA_Handbook_2010.pdf	Archived
Control Activities - Policies and Procedures	SPS Handbook	https://www.purdue.edu/business/sps/pdf/Purdue_SPS_Handbook.pdf	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	SPS Training	https://www.purdue.edu/business/sps/Training/index.html	SPS	Stephanie Willis	I	X		
Control Activities - Policies and Procedures	Subrecipient Monitoring	https://www.purdue.edu/business/sps/RQA/Subrecipient.html	SPS	Susan Corwin	I	X	https://www.purdue.edu/business/sps/postaward/archive.html	
Control Activities - Policies and Procedures	Travel Approval Delegation	https://www.purdue.edu/business/sps/pdf/TravelApprovalDelegation.pdf	SPS	Susan Corwin	I	X		
Control Activities - Policies and Procedures	Travel Guidance on Sponsored Projects	https://www.purdue.edu/business/sps/pdf/Travel_Guidance_SponsoredProjects.pdf	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Unbudgeted Funds best practice policies.doc	https://www.purdue.edu/business/sps/doc/UnbudgetedFundsBestPracticePolicies.doc	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Unexpended Funds Residual Transfer Request	https://www.purdue.edu/business/sps/pdf/uftrr.pdf	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARDArchive	
Control Activities - Policies and Procedures	Tools for Business Office Staff	https://www.purdue.edu/business/bs-ba/bs/TaskChecklist1.xlsx	Treasurer & CFO- Business Management	Kristi Mickle	P	P		No set timeline for completion. Ken discussed with Kristi Mickle. It does need updated and no clear plan on when.
External Reviews	Financial Report	https://www.purdue.edu/business/account/FY2021%20Purdue%20Financial%20Report%20-%20Final%2011.29.21%20ADA.pdf	Comptroller	Josh Sterrett	I	X		
External Reviews	UG Audit - Federal Awards	https://www.purdue.edu/business/sps/pdf/FY21_Single_Audit_Report	SPS	Stephanie Willis	I	X	SPS Support has archives	FY2019 on the website
Control Activities - Policies and Procedures	Monthly Transactions without Prior Fiscal Approval	https://www.purdue.edu/business/sps/postaward/bs/accountmgt/monthly_review.html	SPS	Susie Geswein, Brittany Vestal (SME)	P	X		New best practice added Sept 2021
Control Activities - Policies and Procedures	P-Card and T-Card Rebates	https://www.purdue.edu/business/sps/pdf/PCard_Tcard_Rebate.pdf	Comptroller	Kathy Vanderwall	P	X		New process added January 2022