

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

Last revised February 2021

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	<a href="https://www.purdue.edu/ia/">https://www.purdue.edu/ia/</a>	Internal Audit	Peg Fish	I	X	<a href="https://www.purdue.edu/policies/revised_policies.html">https://www.purdue.edu/policies/revised_policies.html</a>	Need resources to accomplish the updates. Broken links under Local Reporting Options: Athletics.
Governance	Structure of Internal Audit Office	<a href="https://www.purdue.edu/ia/contact/index.php">https://www.purdue.edu/ia/contact/index.php</a>	Internal Audit	Peg Fish	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	<a href="https://www.purdue.edu/bot/about/bylaws.html">https://www.purdue.edu/bot/about/bylaws.html</a>	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	<a href="https://www.purdue.edu/bot/trustees/index.html">https://www.purdue.edu/bot/trustees/index.html</a>	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	<a href="https://www.purdue.edu/policies/">https://www.purdue.edu/policies/</a>	Internal Audit University Policy Office	Jessica Teets (teets@purdue.edu) policies@purdue.edu	I	X	<a href="http://earchives.lib.purdue.edu/cdm/search/collection/PPA/searchterm/*">http://earchives.lib.purdue.edu/cdm/search/collection/PPA/searchterm/*</a>	Note that this website is for Purdue system-wide policies. Each of the 3 campuses maintains additional policies.
Governance	President's Delegation of Authority	<a href="https://www.purdue.edu/policies/governance/vb5.html">https://www.purdue.edu/policies/governance/vb5.html</a>	Internal Audit VPEC	Office of the VP for Ethics and Compliance (Alysa Rollock acrollock@purdue.edu)	I	X	<a href="https://www.purdue.edu/policies/governance/vb5.html#history">https://www.purdue.edu/policies/governance/vb5.html#history</a>	Last revised January 2019.
Management	Comptroller - General Information	<a href="https://www.purdue.edu/business/comptroller/">https://www.purdue.edu/business/comptroller/</a>	Comptroller	Kathy Vanderwall/Josh Sterrett	I	X		
Management	Comptroller Organization Structure	<a href="https://www.purdue.edu/business/comptroller/pdf/Comptroller_Org.pdf">https://www.purdue.edu/business/comptroller/pdf/Comptroller_Org.pdf</a>	Comptroller	Kathy Vanderwall/Josh Sterrett	I	X		
Management	Managerial Accounting Services	<a href="http://www.purdue.edu/business/costing/">http://www.purdue.edu/business/costing/</a>	Comptroller - Managerial Accounting Services	Kim Hoebel	P	X		Changed to Updated Status 8/3/2020
Management	Data and Information	<a href="https://www.purdue.edu/business/sps/data/index.html">https://www.purdue.edu/business/sps/data/index.html</a>	SPS	Stephanie Willis & Susan Corwin	I	X		
Management	GM AIMS	<a href="https://www.purdue.edu/business/sps/data/GM_AIMS.html">https://www.purdue.edu/business/sps/data/GM_AIMS.html</a>	SPS	Stephanie Willis & Susan Corwin	I	P		
Management	SPS Administration	<a href="https://www.purdue.edu/business/sps/pdf/SPS%20Admin%20Org%20Chart.pdf">https://www.purdue.edu/business/sps/pdf/SPS%20Admin%20Org%20Chart.pdf</a>	SPS	Stephanie Willis	I	X		
Management	SPS Ag Field Office	<a href="https://www.purdue.edu/business/sps/pdf/SPS%20AG%20Org%20Chart.pdf">https://www.purdue.edu/business/sps/pdf/SPS%20AG%20Org%20Chart.pdf</a>	SPS	Beth Siple	I	X		
Management	SPS Organization	<a href="https://www.purdue.edu/business/sps/general/org_chart/index.html">https://www.purdue.edu/business/sps/general/org_chart/index.html</a>	SPS	Stephanie Willis	I	X		
Management	SPS Post-award	<a href="https://www.purdue.edu/business/sps/postaward/index.html">https://www.purdue.edu/business/sps/postaward/index.html</a>	SPS	Susan Corwin	I	X		
Management	SPS Pre-award	<a href="https://www.purdue.edu/business/sps/preaward/index.html">https://www.purdue.edu/business/sps/preaward/index.html</a>	SPS	Amanda Hamaker	I	X		
Control Activities - Policies and Procedures	Account Management Guidelines-Federal Appropriations	<a href="https://www.purdue.edu/business/account/pdf/Account_Mgmt_Guide_Fed_Approp.pdf">https://www.purdue.edu/business/account/pdf/Account_Mgmt_Guide_Fed_Approp.pdf</a>	Ag Bus Ofc	Susan Kremer/Beth Siple	I	X		
Control Activities - Policies and Procedures	Accounting and Financial Management Governance-Federal Appropriations	<a href="https://www.purdue.edu/business/account/govManual/manual-topics.html">https://www.purdue.edu/business/account/govManual/manual-topics.html</a>	Ag Bus Ofc	Susan Kremer/Beth Siple	I	X		
Control Activities - Policies and Procedures	BPR Finance Training--Ag Funds	<a href="https://www.purdue.edu/business/comptroller/finTraining/">https://www.purdue.edu/business/comptroller/finTraining/</a>	Ag Bus Ofc	Susan Kremer/Beth Siple	P	X		

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Control Activities - Policies and Procedures	Revolving Fund Procedures	<a href="https://www.purdue.edu/business/account/RefRes/revlfunds/index.html">https://www.purdue.edu/business/account/RefRes/revlfunds/index.html</a>	Comptroller	Elvira Burke	I	X		
Control Activities - Policies and Procedures	Abbreviations Used in Accounting Materials	<a href="https://www.purdue.edu/business/account/RefRes/abbr.html">https://www.purdue.edu/business/account/RefRes/abbr.html</a>	Comptroller - Accounting Services	Josh Sterrett	P	X		
Control Activities - Policies and Procedures	Account Management Guidelines - Student Aid	<a href="https://www.purdue.edu/business/account/RefRes/acmg.html">https://www.purdue.edu/business/account/RefRes/acmg.html</a>	Comptroller - Accounting Services	Janet Klierwer	I	X		
Control Activities - Policies and Procedures	Account Structure Summary	<a href="http://www.purdue.edu/business/account/BPM/pdf/accountstructuresummary.pdf">http://www.purdue.edu/business/account/BPM/pdf/accountstructuresummary.pdf</a>	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive	
Control Activities - Policies and Procedures	Accounting and Financial Management Governance Manual	<a href="https://www.purdue.edu/business/account/govManual/index.html">https://www.purdue.edu/business/account/govManual/index.html</a>	Comptroller - Accounting Services	Various/Shannon Goff/Kathy Vanderwall	P	X		
Control Activities - Policies and Procedures	Agency - Outside Award Funds	<a href="https://www.purdue.edu/business/account/pdf/Account_Management_Guidelines_Agency_Outside_awards-final_po.pdf">https://www.purdue.edu/business/account/pdf/Account_Management_Guidelines_Agency_Outside_awards-final_po.pdf</a>	Comptroller - Accounting Services	Josh Sterrett	P	P		
Control Activities - Policies and Procedures	Auxiliary and Service Enterprise Funds	<a href="https://www.purdue.edu/business/account/pdf/Account_Management_Guidelines_Aux_and_Serv_Ent-Final_posted.pdf">https://www.purdue.edu/business/account/pdf/Account_Management_Guidelines_Aux_and_Serv_Ent-Final_posted.pdf</a>	Comptroller - Accounting Services	Janet Klierwer	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	<a href="https://www.purdue.edu/business/account/RefRes/defin.html">https://www.purdue.edu/business/account/RefRes/defin.html</a>	Comptroller - Accounting Services	Josh Sterrett	P	X		
Control Activities - Policies and Procedures	Document Types	<a href="https://www.purdue.edu/business/account/BPM/xls/Document%20Types.xls">https://www.purdue.edu/business/account/BPM/xls/Document%20Types.xls</a>	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive	
Control Activities - Policies and Procedures	Endowment Management Guidelines	<a href="https://www.purdue.edu/business/account/pdf/Endowment_Management_Guidelines_1.19.10.pdf">https://www.purdue.edu/business/account/pdf/Endowment_Management_Guidelines_1.19.10.pdf</a>	Comptroller - Accounting Services	Janet Klierwer	P	X		
Control Activities - Policies and Procedures	Endowment Types	<a href="https://www.purdue.edu/business/account/RefRes/endow.html">https://www.purdue.edu/business/account/RefRes/endow.html</a>	Comptroller - Accounting Services	Josh Sterrett	P	X		
Control Activities - Policies and Procedures	Finance Training	<a href="https://www.purdue.edu/business/comptroller/finTraining/index.html">https://www.purdue.edu/business/comptroller/finTraining/index.html</a>	Comptroller - Accounting Services	Josh Sterrett/Rebecca Miller/Andrew Bean	P	X		<a href="https://www.purdue.edu/business/comptroller/finTraining/index.php">https://www.purdue.edu/business/comptroller/finTraining/index.php</a>
Control Activities - Policies and Procedures	Financial Report Policies	<a href="https://www.purdue.edu/business/account/BPM/Finreppol/index.html">https://www.purdue.edu/business/account/BPM/Finreppol/index.html</a>	Comptroller - Accounting Services	Josh Sterrett	I	P		
Control Activities - Policies and Procedures	Forms	<a href="https://www.purdue.edu/business/account/RefRes/forms.html">https://www.purdue.edu/business/account/RefRes/forms.html</a>	Comptroller - Accounting Services	Josh Sterrett	P	X		
Control Activities - Policies and Procedures	Fund Group References	<a href="#">Archive Only, reference fund listing</a>	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	<a href="https://www.purdue.edu/business/account/xls/Funds-New.xlsx">https://www.purdue.edu/business/account/xls/Funds-New.xlsx</a>	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive	
Control Activities - Policies and Procedures	General Funds - Guidelines	<a href="https://www.purdue.edu/business/account/pdf/Account_Management_Guidelines_Gen_Funds-final_posted_7-26-10.pdf">https://www.purdue.edu/business/account/pdf/Account_Management_Guidelines_Gen_Funds-final_posted_7-26-10.pdf</a>	Comptroller - Accounting Services	Janet Klierwer	P	X		

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Control Activities - Policies and Procedures	General Ledger List and Descriptions		Comptroller - Accounting Services	Josh Sterrett/Rebecca Miller	P	P		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	<a href="https://www.purdue.edu/business/account/pdf/Account_Mgmt_Guidelines_Gift_funds.pdf">https://www.purdue.edu/business/account/pdf/Account_Mgmt_Guidelines_Gift_funds.pdf</a>	Comptroller - Accounting Services	Janet Klierer	P	X		
Control Activities - Policies and Procedures	GR/IR Postings	<a href="https://www.purdue.edu/business/account/xls/GR-IR_Postings.xls">https://www.purdue.edu/business/account/xls/GR-IR_Postings.xls</a>	Comptroller - Accounting Services	Josh Sterrett	P	P		7-6-20 This link works, but the document has not been updated for post Transformation Project.
Control Activities - Policies and Procedures	Hospitality Expenditure Policy FAQ's	<a href="https://www.purdue.edu/business/account/pdf/Hospitality%20Expenditure%20Policy%20FAQ.pdf">https://www.purdue.edu/business/account/pdf/Hospitality%20Expenditure%20Policy%20FAQ.pdf</a>	Comptroller - Accounting Services	Josh Sterrett	P	P		see policy II.A.1
Control Activities - Policies and Procedures	Merchant Card - Office of Treasury Operations	<a href="http://www.purdue.edu/business/treasuryop/Card_Web_Payments/">http://www.purdue.edu/business/treasuryop/Card_Web_Payments/</a>	Comptroller - Accounting Services	OTO	P	X		link to another dept website
Control Activities - Policies and Procedures	Month-End Document Deadlines	<a href="https://www.purdue.edu/business/account/RefRes/deadlines.html">https://www.purdue.edu/business/account/RefRes/deadlines.html</a>	Comptroller - Accounting Services	Josh Sterrett/Shannon Goff	P	P		
Control Activities - Policies and Procedures	Pending and Clearing Procedures	<a href="https://www.purdue.edu/business/account/doc/pendclear.docx">https://www.purdue.edu/business/account/doc/pendclear.docx</a>	Comptroller - Accounting Services	Josh Sterrett	P	P		
Control Activities - Policies and Procedures	Promotional and Marketing Expenditure Guidelines	<a href="https://www.purdue.edu/business/account/pdf/Marketing%20promo%20revised.pdf">https://www.purdue.edu/business/account/pdf/Marketing%20promo%20revised.pdf</a>	Comptroller - Accounting Services	Josh Sterrett	P	P		
Control Activities - Policies and Procedures	Purchasing Card Information	<a href="https://www.purdue.edu/business/procurement/Purchasing_Card/index.html">https://www.purdue.edu/business/procurement/Purchasing_Card/index.html</a>	Comptroller - Accounting Services	Procurement	P	X		link to another dept website
Control Activities - Policies and Procedures	References/Resources	<a href="https://www.purdue.edu/business/account/RefRes/index.html">https://www.purdue.edu/business/account/RefRes/index.html</a>	Comptroller - Accounting Services	Josh Sterrett/Rebecca Miller	P	P		
Control Activities - Policies and Procedures	SAP Ledgers - Differences Between	<a href="https://www.purdue.edu/business/account/doc/SAPLedgersDiff2.doc">https://www.purdue.edu/business/account/doc/SAPLedgersDiff2.doc</a>	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive	
Control Activities - Policies and Procedures	Standard Rules for Available Funding Classification	<a href="https://www.purdue.edu/business/account/pdf/Standard%20Rules%20for%20Available%20Funds%20Classification.pdf">https://www.purdue.edu/business/account/pdf/Standard%20Rules%20for%20Available%20Funds%20Classification.pdf</a>	Comptroller - Accounting Services	Rebecca Miller	P	X		
Control Activities - Policies and Procedures	State Line Item Funds - Guidelines	<a href="https://www.purdue.edu/business/account/pdf/Account_Mgmt_Guide_State_Line_Item_1-29-10_doc.pdf">https://www.purdue.edu/business/account/pdf/Account_Mgmt_Guide_State_Line_Item_1-29-10_doc.pdf</a>	Comptroller - Accounting Services	Susan Kremer/Beth Siple	P	P		includes ADDL? State line appropriations. Will update later since not part annual federal audit.
Control Activities - Policies and Procedures	Transaction Rules	<a href="https://www.purdue.edu/business/account/BPM/pdf/Transaction%20Rules.pdf">https://www.purdue.edu/business/account/BPM/pdf/Transaction%20Rules.pdf</a>	Comptroller - Accounting Services	Josh Sterrett/Rebecca Miller	P	X		
Control Activities - Policies and Procedures	Transfer Procedures and GL Account Grid	<a href="https://www.purdue.edu/business/account/govManual/Transfers/index.html">https://www.purdue.edu/business/account/govManual/Transfers/index.html</a>	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	<a href="https://www.purdue.edu/business/account/govManual/manual-topics.html">https://www.purdue.edu/business/account/govManual/manual-topics.html</a>	Comptroller - Accounting Services	Josh Sterrett/Rebecca Miller	P	X	<a href="https://www.purdue.edu/business/account/doc/Summary_Yea_End_Carry_Forward.doc">https://www.purdue.edu/business/account/doc/Summary_Yea_End_Carry_Forward.doc</a>	word document
Control Activities - Policies and Procedures	Accounts Payable	<a href="https://www.purdue.edu/business/account/acctpay/index.html">https://www.purdue.edu/business/account/acctpay/index.html</a>	Comptroller - Accounts Payable	Judy Ewbank	P	X	Comptroller shared drive	This site has moved to: <a href="https://www.purdue.edu/business/account/acctpay/index.html">https://www.purdue.edu/business/account/acctpay/index.html</a>

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Control Activities - Policies and Procedures	Best Practices for Keying Payments	<a href="https://sharepoint.purdue.edu/sites/treasurer/bpr/training/Shared%20Documents/Best%20Practices%20for%20Keying%20Payments.docx">https://sharepoint.purdue.edu/sites/treasurer/bpr/training/Shared%20Documents/Best%20Practices%20for%20Keying%20Payments.docx</a>	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	<a href="http://www.purdue.edu/business/comptroller/pdf/Business%20Process%20for%20Submitting%20Documents%20for%20Payment_Tax%20Review.docx">http://www.purdue.edu/business/comptroller/pdf/Business%20Process%20for%20Submitting%20Documents%20for%20Payment_Tax%20Review.docx</a>	no longer used - removed from website
Control Activities - Policies and Procedures	Cancel and Rewrite Process	<a href="https://www.purdue.edu/business/comptroller/pdf/Cancel_and_rewrite_process.pdf">https://www.purdue.edu/business/comptroller/pdf/Cancel_and_rewrite_process.pdf</a>	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	<a href="https://spa2010.itap.purdue.edu/Business/busforms/Business%20Forms/Credit_Memo_Instructions.doc">https://spa2010.itap.purdue.edu/Business/busforms/Business%20Forms/Credit_Memo_Instructions.doc</a>	no longer used - removed from website
Control Activities - Policies and Procedures	Direct Invoice Voucher Instructions	Archive Only	Comptroller - Accounts Payable	Judy Ewbank	P	X	<a href="https://spa2010.itap.purdue.edu/Business/busforms/Business%20Forms/Direct_Debit_Journal_Voucher_Instructions.doc">https://spa2010.itap.purdue.edu/Business/busforms/Business%20Forms/Direct_Debit_Journal_Voucher_Instructions.doc</a>	no longer used - removed from website
Control Activities - Policies and Procedures	Exceptions	<a href="https://www.purdue.edu/business/account/pdf/Exceptions%20List.xlsx">https://www.purdue.edu/business/account/pdf/Exceptions%20List.xlsx</a>	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	<a href="http://www.purdue.edu/business/comptroller/pdf/Guidelines%20for%20Submitting%20Documents%20for%20Payment.docx">http://www.purdue.edu/business/comptroller/pdf/Guidelines%20for%20Submitting%20Documents%20for%20Payment.docx</a>	no longer used - removed from website
Control Activities - Policies and Procedures	Internal Process and Policies for Payments	<a href="https://www.purdue.edu/business/comptroller/doc/DisbursementsInternalPymtProcess-OnePurdue.doc">https://www.purdue.edu/business/comptroller/doc/DisbursementsInternalPymtProcess-OnePurdue.doc</a>	Comptroller - Accounts Payable	Judy Ewbank	I	X		This item has been updated but is located internally on the AP shared drive.
Control Activities - Policies and Procedures	Out of Tolerance Guidelines	<a href="http://www.purdue.edu/business/comptroller/doc/OutOfToleranceguidelines.doc">http://www.purdue.edu/business/comptroller/doc/OutOfToleranceguidelines.doc</a>	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	<a href="https://spa2010.itap.purdue.edu/Business/businessatpurdue/Process%20Library/Prepare%20Non-PO%20Related%20Invoice%20via%20ACH%20for%20Suppliers%20-%20Direct%20Invoice%20Voucher.docx?Web=1">https://spa2010.itap.purdue.edu/Business/businessatpurdue/Process%20Library/Prepare%20Non-PO%20Related%20Invoice%20via%20ACH%20for%20Suppliers%20-%20Direct%20Invoice%20Voucher.docx?Web=1</a>	no longer used - removed from website
Control Activities - Policies and Procedures	Single Use Accounts (SUA's)	<a href="https://www.purdue.edu/business/comptroller/ap/sua.php">https://www.purdue.edu/business/comptroller/ap/sua.php</a>	Comptroller - Accounts Payable	Judy Ewbank	P	X		This site has moved to: <a href="https://www.purdue.edu/business/comptroller/ap/sua.php">https://www.purdue.edu/business/comptroller/ap/sua.php</a>
Control Activities - Policies and Procedures	1098-T	<a href="https://www.purdue.edu/bursar/faqs/1098t.php">https://www.purdue.edu/bursar/faqs/1098t.php</a>	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	<a href="https://www.purdue.edu/bursar/tuition/refund-withdrawals/title-iv.php">https://www.purdue.edu/bursar/tuition/refund-withdrawals/title-iv.php</a>	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	

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Control Activities - Policies and Procedures	University Refund Policy	<a href="https://www.purdue.edu/bursar/tuition/refund-withdrawals/policies.php">https://www.purdue.edu/bursar/tuition/refund-withdrawals/policies.php</a>	Comptroller - Bursar	Tim Riley	I	X	Updated 8/3/2020	
Control Activities - Policies and Procedures	University Withdrawal Procedures	<a href="https://www.purdue.edu/advocacy/students/withdrawal.html">https://www.purdue.edu/advocacy/students/withdrawal.html</a>	Comptroller - Bursar	Tim Riley	I	X	Updated 8/3/2020	
Control Activities - Policies and Procedures	Capital Asset Accounting - General Procedures	<a href="https://www.purdue.edu/business/mas/property/policyproc/index.php">https://www.purdue.edu/business/mas/property/policyproc/index.php</a>	Comptroller - Managerial Accounting Services	Kim Hoebel	I	X		
Control Activities - Policies and Procedures	CAS Guidelines - Cost Accounting Standards	<a href="https://www.purdue.edu/business/mas/costing/casGuidlines/index.php">https://www.purdue.edu/business/mas/costing/casGuidlines/index.php</a>	Comptroller - Managerial Accounting Services	Kim Hoebel	I	X		
Control Activities - Policies and Procedures	Consultants (Chapter 6.4.1.3 of SPS Handbook)	<a href="https://www.purdue.edu/hr/buspur/nonemppay/consultper.php">https://www.purdue.edu/hr/buspur/nonemppay/consultper.php</a>	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	<a href="https://www.purdue.edu/business/mas/costing/casGuidlines/CostAllocationGuidelines.php">https://www.purdue.edu/business/mas/costing/casGuidlines/CostAllocationGuidelines.php</a>	Comptroller - Managerial Accounting Services	Kim Hoebel	I	X		
Control Activities - Policies and Procedures	Effort Reporting Policy	<a href="https://www.purdue.edu/policies/business-finance/iic1.html#statement">https://www.purdue.edu/policies/business-finance/iic1.html#statement</a>	Comptroller - Managerial Accounting Services	Kim Hoebel	I	X		
Control Activities - Policies and Procedures	Income Producing Funds - Guidelines	<a href="https://www.purdue.edu/business/account/pdf/Account_Mgmt_Guidelines_Income_Producing_funds%20July%202020.pdf">https://www.purdue.edu/business/account/pdf/Account_Mgmt_Guidelines_Income_Producing_funds%20July%202020.pdf</a>	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	<a href="https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/2nonStudentAR.html">https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/2nonStudentAR.html</a>	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Accounts Receivable	<a href="https://www.purdue.edu/business/urco/ar/index.html">https://www.purdue.edu/business/urco/ar/index.html</a>	Comptroller - URCO	Edie Doland	P	X		
Control Activities - Policies and Procedures	Bad Debt Expense Write-Off	<a href="https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/7writeOff.html">https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/7writeOff.html</a>	Comptroller - URCO	Rick Shoaf	I	X		
Control Activities - Policies and Procedures	Bankruptcy	<a href="https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/5bankruptcy.html">https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/5bankruptcy.html</a>	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Cash Handling	<a href="https://sp2013.itap.purdue.edu/businessservices/urco/CashHandling/SitePages/CHP.aspx">https://sp2013.itap.purdue.edu/businessservices/urco/CashHandling/SitePages/CHP.aspx</a>	Comptroller - URCO	Rick Shoaf	I	X		
Control Activities - Policies and Procedures	Collection of Past Due Accounts	<a href="https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/4collection.html">https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/4collection.html</a>	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Credit and Collections Operating Procedure	<a href="https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/index.html">https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/index.html</a>	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Disputed Charges Procedures	<a href="https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/arDisputedCharges.html">https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/arDisputedCharges.html</a>	Comptroller - URCO	Rick Shoaf	I	X		
Control Activities - Policies and Procedures	Reporting	<a href="https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/6reporting.html">https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/6reporting.html</a>	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Returned Payment Items	<a href="https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/3returnedPayments.html">https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/3returnedPayments.html</a>	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Student Accounts Receivable	<a href="https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/1studentAR.html">https://www.purdue.edu/business/urco/policiesProcedures/operatingProcedure/1studentAR.html</a>	Comptroller - URCO	Rick Shoaf	P	X		
Control Activities - Policies and Procedures	Student Loans - Perkins, Health Profession and Insitutional	documented internally - contact Carl Horner	Comptroller - URCO	Carl Horner	P	X		
Control Activities - Policies and Procedures	FAFSA	<a href="https://www.purdue.edu/dfa/students/how-to-apply/fafsa.html">https://www.purdue.edu/dfa/students/how-to-apply/fafsa.html</a>	DFA	Joel Wenger	P	X		

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
Control Activities - Policies and Procedures	Financial Aid Policies & Appeals	<a href="https://www.purdue.edu/dfa/contact/policies-appeals.html">https://www.purdue.edu/dfa/contact/policies-appeals.html</a>	DFA	Joel Wenger	I	X		
Control Activities - Policies and Procedures	Financial Aid Terms & Conditions	<a href="https://www.purdue.edu/dfa/contact/terms-conditions.html">https://www.purdue.edu/dfa/contact/terms-conditions.html</a>	DFA	Joel Wenger	I	X		
Control Activities - Policies and Procedures	How to Accept Aid	<a href="https://www.purdue.edu/dfa/students/how-to-apply/accept.html">https://www.purdue.edu/dfa/students/how-to-apply/accept.html</a>	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	<a href="https://www.purdue.edu/dfa/students/how-to-apply/secure-aid.html">https://www.purdue.edu/dfa/students/how-to-apply/secure-aid.html</a>	DFA	Joel Wenger	P	X		
Control Activities - Policies and Procedures	Student Financial Aid Satisfactory Academic Progress Policy	<a href="https://www.purdue.edu/dfa/contact/SAP_Policy.pdf">https://www.purdue.edu/dfa/contact/SAP_Policy.pdf</a>	DFA	Joel Wenger	I	X		
Control Activities - Policies and Procedures	Types of Financial Aid - Federal Work Study	<a href="https://www.purdue.edu/dfa/types-of-aid/work-study.html">https://www.purdue.edu/dfa/types-of-aid/work-study.html</a>	DFA	Joel Wenger	P	X		
Control Activities - Policies and Procedures	Types of Financial Aid - Grants	<a href="https://www.purdue.edu/dfa/types-of-aid/free-money/grants.html">https://www.purdue.edu/dfa/types-of-aid/free-money/grants.html</a>	DFA	Joel Wenger	P	X		
Control Activities - Policies and Procedures	Types of Financial Aid - Loans	<a href="https://www.purdue.edu/dfa/types-of-aid/loans/index.html">https://www.purdue.edu/dfa/types-of-aid/loans/index.html</a>	DFA	Joel Wenger	P	X		
Control Activities - Policies and Procedures	University Withdrawal Procedures	<a href="https://www.purdue.edu/advocacy/students/withdrawal.html">https://www.purdue.edu/advocacy/students/withdrawal.html</a>	DFA	Joel Wenger	I	X		
Control Activities - Policies and Procedures	Individual Financial Conflicts of Interest	<a href="https://www.purdue.edu/policies/ethics/iib2.html?_ga=2.185014953.1612566712.1575294920-2082771091.1561726340">https://www.purdue.edu/policies/ethics/iib2.html?_ga=2.185014953.1612566712.1575294920-2082771091.1561726340</a>	Ethics and Compliance	Debby Walker	I	X		Changed to reference University Ethics Policies
Control Activities - Policies and Procedures	Outside Activities	<a href="https://www.purdue.edu/ethics/resources/ROAformguidelines.php">https://www.purdue.edu/ethics/resources/ROAformguidelines.php</a>	Ethics and Compliance	TBD	I	X		
Control Activities - Policies and Procedures	Statement of Integrity and Code of Conduct	<a href="https://www.purdue.edu/purdue/about/integrity_statement.php">https://www.purdue.edu/purdue/about/integrity_statement.php</a>	Ethics and Compliance	TBD	I	X		
Control Activities - Policies and Procedures	Research Compliance Tab	<a href="https://www.purdue.edu/research/regulatory-affairs/">https://www.purdue.edu/research/regulatory-affairs/</a>	EVPRP	EVPRP Office	I	X		
Control Activities - Policies and Procedures	Restricted Persons/Parties Screening	<a href="https://www.purdue.edu/research/docs/pdf/requestform.pdf">https://www.purdue.edu/research/docs/pdf/requestform.pdf</a>	EVPRP	EVPRP Office	I	X		
Control Activities - Policies and Procedures	Business @ Purdue Processes	<a href="https://spa2010.itap.purdue.edu/Business/businessatpurdue/">https://spa2010.itap.purdue.edu/Business/businessatpurdue/</a>	HR	Cathleen Cline	P	X		
Control Activities - Policies and Procedures	Business at Purdue	<a href="https://spa.itap.purdue.edu/business/businessatpurdue/Pages/default.aspx">https://spa.itap.purdue.edu/business/businessatpurdue/Pages/default.aspx</a>	HR	Cathleen Cline	I	X		
Control Activities - Policies and Procedures	Employee Orientation	<a href="https://www.purdue.edu/hr/neo/index.php">https://www.purdue.edu/hr/neo/index.php</a>	HR	Cathleen Cline	I	X		
Control Activities - Policies and Procedures	Faculty and Staff Handbook	<a href="https://www.purdue.edu/faculty_staff_handbook/">https://www.purdue.edu/faculty_staff_handbook/</a>	HR	Cathleen Cline	I	X		
Control Activities - Policies and Procedures	HR University Policies	<a href="https://www.purdue.edu/hr/">https://www.purdue.edu/hr/</a>	HR	Cathleen Cline	I	X		
Control Activities - Policies and Procedures	Payroll & Tax Services - Policies and Procedures	<a href="https://www.purdue.edu/hr/paytimepractices/index.php">https://www.purdue.edu/hr/paytimepractices/index.php</a>	HR/Payroll	Cathleen Cline	I	X		
Control Activities - Policies and Procedures	Anonymous Reporting Line	<a href="https://www.purdue.edu/hotline/">https://www.purdue.edu/hotline/</a>	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	<a href="https://sp2013.itap.purdue.edu/treasuryoperations/Unclaimed/default.aspx">https://sp2013.itap.purdue.edu/treasuryoperations/Unclaimed/default.aspx</a>	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)	<a href="https://sp2013.itap.purdue.edu/treasuryoperations/paymentcardcommerce/SitePages/Home.aspx">https://sp2013.itap.purdue.edu/treasuryoperations/paymentcardcommerce/SitePages/Home.aspx</a>	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	<a href="https://www.purdue.edu/policies/business-finance/s1.html">https://www.purdue.edu/policies/business-finance/s1.html</a>	OTO	Terri Mimms	I	X		
Control Activities - Policies and Procedures	Private Business Use compliance	<a href="https://www.purdue.edu/policies/business-finance/s2.html">https://www.purdue.edu/policies/business-finance/s2.html</a>	OTO	Denise Laussade	I	X		
Control Activities - Policies and Procedures	Purdue Investment Plan Cash (PIPC) Income	OTO LAN	OTO	Terri Mimms	I	X		Signed by CAR 5/7/19
Control Activities - Policies and Procedures	Remote Capture (of deposit checks) authorization &	OTO LAN	OTO	Terri Mimms	I	X		
Control Activities - Policies and Procedures	State Appropriation for Fee replacement -	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		

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
Control Activities - Policies and Procedures	Wire Transfer Request Form/Process	<a href="https://sharepoint.purdue.edu/sites/treasurer/bpr/training/Shared%20Documents/Form%20-%20Wire%20Transfer%20Request.pdf">https://sharepoint.purdue.edu/sites/treasurer/bpr/training/Shared Documents/Form - Wire Transfer Request.pdf</a>	OTO	Lori Barnard	P	X		Updated 8/3/2020
Control Activities - Policies and Procedures	Procurement Delegation Manual	<a href="https://www.purdue.edu/procurement/documents/delegation-manual.pdf">https://www.purdue.edu/procurement/documents/delegation-manual.pdf</a>	Procurement	Tiffany Weatherford	I	X		New Manual covers everything related to procurement
Control Activities - Policies and Procedures	Purchasing Instructions	<a href="https://www.purdue.edu/procurement/purchasing/index.php">https://www.purdue.edu/procurement/purchasing/index.php</a>	Procurement	Tiffany Weatherford	P	X		New weblink active on 12/6
Control Activities - Policies and Procedures	Requests for Purchase \$10,000 & Over	<a href="https://www.purdue.edu/procurement/purchasing/competitive-bids.php">https://www.purdue.edu/procurement/purchasing/competitive-bids.php</a>	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	<a href="https://www.purdue.edu/procurement/documents/delegation-manual.pdf">https://www.purdue.edu/procurement/documents/delegation-manual.pdf</a>	Procurement	Tiffany Weatherford	P	X		Replaced with Procurement Delegation Manual
Control Activities - Policies and Procedures	Special Purchases	<a href="https://www.purdue.edu/procurement/purchasing/special-purchases/index.php">https://www.purdue.edu/procurement/purchasing/special-purchases/index.php</a>	Procurement	Tiffany Weatherford	P	X		Has own webpage for Special Purchases and also detailed in Delegation Manual. Special Purchase form is located at <a href="https://www.purdue.edu/procurement/purchasing/special-purchases/index.php">https://www.purdue.edu/procurement/purchasing/special-purchases/index.php</a>
Control Activities - Policies and Procedures	Travel Guidelines	<a href="https://www.purdue.edu/procurement/travel/">https://www.purdue.edu/procurement/travel/</a>	Procurement	Tiffany Weatherford	I	X		New website effective Feb 2020 Most current copy can be found on Travel <a href="#">webpage</a>
Control Activities - Policies and Procedures	Vendor Visitation	<a href="https://www.purdue.edu/procurement/supplier-info/resources/vendor-handbook.php">https://www.purdue.edu/procurement/supplier-info/resources/vendor-handbook.php</a>	Procurement	Tiffany Weatherford	I	X		New website effective Feb 2020 Most current copy of Vendor Manual can be found on Supplier <a href="#">webpage</a> under <a href="#">resources</a> .
Control Activities - Policies and Procedures	Purchasing Card Policies and Procedures - Revised Oct 2019	<a href="https://www.purdue.edu/procurement/documents/purchasing-card-manual.pdf">https://www.purdue.edu/procurement/documents/purchasing-card-manual.pdf</a>	Procurement	Tiffany Weatherford	I	X		Replaced with Procurement Delegation Manual
Control Activities - Policies and Procedures	Purchasing Standard Terms and Conditions	<a href="https://www.purdue.edu/procurement/supplier-info/purchasing/termsconditions.php">https://www.purdue.edu/procurement/supplier-info/purchasing/termsconditions.php</a>	Procurement	Tiffany Weatherford	I	X		New weblink active on 12/6
Control Activities - Policies and Procedures	Record Retention Guidelines	<a href="http://www.purdue.edu/business/frehooper/pdf/Records%20Retention%20Schedules/Records%20Retention%20Schedule%20full.pdf">http://www.purdue.edu/business/frehooper/pdf/Records%20Retention%20Schedules/Records%20Retention%20Schedule%20full.pdf</a>	Records Management	Kristi Mickle	I	X		
Control Activities - Policies and Procedures	Administration of NIH Salary Limitation	<a href="https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-065.html">https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-065.html</a>	SPS	Susan Corwin & Heather Toro	I	X	<a href="https://www.purdue.edu/business/sps/postaward/sponsors/dhhs/index.html">https://www.purdue.edu/business/sps/postaward/sponsors/dhhs/index.html</a>	
Control Activities - Policies and Procedures	Administration of Unexpended Funds	<a href="https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/i4.html">https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/i4.html</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Certification of Pay while on Travel	<a href="https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/travelhome.html">https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/travelhome.html</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Checking for Administrative/clerical salaries in closing	<a href="https://www.purdue.edu/business/sps/pdf/AdminClericalSalaryCheck-10-09.pdf">https://www.purdue.edu/business/sps/pdf/AdminClericalSalaryCheck-10-09.pdf</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Claiming Incoming Electronic Funds - Federal	S:\bs\common\users\SPS\POSTAWARD\Process Guides	SPS	Susan Corwin	P	X		
Control Activities - Policies and Procedures	Collection of Sponsored Funds	<a href="https://www.purdue.edu/business/sps/pdf/collection_sponsored_funds.pdf">https://www.purdue.edu/business/sps/pdf/collection_sponsored_funds.pdf</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Correcting Document Guidelines	<a href="https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/correctdoc.html">https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/correctdoc.html</a>	SPS	Susan Corwin & Janet Kliwer	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Cost Sharing	<a href="https://www.purdue.edu/business/sps/postaward/bs/costsharing.html">https://www.purdue.edu/business/sps/postaward/bs/costsharing.html</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Costs Transfer Guidelines	<a href="https://www.purdue.edu/business/sps/doc/Final_Cost_Transfer_Guidelines.doc">https://www.purdue.edu/business/sps/doc/Final_Cost_Transfer_Guidelines.doc</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Equipment Orders> \$50,000	Document removed; No longer applicable in new process	SPS	Susan Corwin	I	X	<a href="https://www.purdue.edu/business/sps/postaward/archive.html">https://www.purdue.edu/business/sps/postaward/archive.html</a>	Archived
Control Activities - Policies and Procedures	F&A Rate Agreements and Policy	<a href="https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/fahome.html">https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/fahome.html</a>	SPS	Susan Corwin	I	X	<a href="https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/fahome.html">https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/fahome.html</a>	

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
Control Activities - Policies and Procedures	FFATA Handbook	<a href="https://www.purdue.edu/business/sps/pdf/FFATA_Handbook.pdf">https://www.purdue.edu/business/sps/pdf/FFATA_Handbook.pdf</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Notice to Proceed form	<a href="https://www.purdue.edu/business/sps/pdf/ntp.pdf">https://www.purdue.edu/business/sps/pdf/ntp.pdf</a>	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Notice to Proceed instructions	<a href="https://www.purdue.edu/business/sps/pdf/NTPinstructions.pdf">https://www.purdue.edu/business/sps/pdf/NTPinstructions.pdf</a>	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Overdraft Lock Management Memo	<a href="https://www.purdue.edu/business/sps/pdf/OverdraftLockManagementExpectations.pdf">https://www.purdue.edu/business/sps/pdf/OverdraftLockManagementExpectations.pdf</a>	SPS	Susan Corwin	I	X		
Control Activities - Policies and Procedures	Participant Support Costs	<a href="https://www.purdue.edu/business/sps/pdf/Participant%20Support%20Guidelines.pdf">https://www.purdue.edu/business/sps/pdf/Participant%20Support%20Guidelines.pdf</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Post Award Process Guides	S:\bs\common\users\SPS\POSTAWARD\Process Guides	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Post Award QRC's	S:\bs\common\users\SPS\POSTAWARD\QRC's	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Preaudit Process	<a href="https://www.purdue.edu/business/sps/pdf/preauditprocess.pdf">https://www.purdue.edu/business/sps/pdf/preauditprocess.pdf</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Prior Approvals	<a href="https://www.purdue.edu/business/sps/postaward/bs/priorapproval.html">https://www.purdue.edu/business/sps/postaward/bs/priorapproval.html</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Procedures for Screening Equipment to be Purchased with Federal Funds	<a href="https://www.purdue.edu/business/mas/property/policyproc/screenequip.php">https://www.purdue.edu/business/mas/property/policyproc/screenequip.php</a>	SPS	Kim Hoebel	I	X		
Control Activities - Policies and Procedures	Questionable Transaction Report - Business Management	<a href="https://www.purdue.edu/business/sps/pdf/QTR_BusMgmt.pdf">https://www.purdue.edu/business/sps/pdf/QTR_BusMgmt.pdf</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Questionable Transaction Report - SPS	<a href="https://www.purdue.edu/business/sps/pdf/QTRWRITEUP.pdf">https://www.purdue.edu/business/sps/pdf/QTRWRITEUP.pdf</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Reporting Requirements on Sponsored Projects	<a href="https://www.purdue.edu/business/sps/pdf/report1.pdf">https://www.purdue.edu/business/sps/pdf/report1.pdf</a>	SPS	Susan Corwin	I	X		
Control Activities - Policies and Procedures	Sponsored Programs Account Management Guidelines	<a href="https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/index.html">https://www.purdue.edu/business/sps/postaward/bs/accountmgmt/index.html</a>	SPS	Janet Kliewer & Susan Corwin	I	X	<a href="https://www.purdue.edu/business/sps/postaward/archive.html">https://www.purdue.edu/business/sps/postaward/archive.html</a>	5/7 with Xi C Maxson for review/feedback; Sent updated forms and sections to Susan 4/29/19.
Control Activities - Policies and Procedures	SPS ARRA Handbook	<a href="https://www.purdue.edu/business/sps/pdf/ARRA_Handbook_2010.pdf">https://www.purdue.edu/business/sps/pdf/ARRA_Handbook_2010.pdf</a>	SPS	Susan Corwin	I	X	<a href="https://www.purdue.edu/business/sps/pdf/ARRA_Handbook_2010.pdf">https://www.purdue.edu/business/sps/pdf/ARRA_Handbook_2010.pdf</a>	Archived
Control Activities - Policies and Procedures	SPS Handbook	<a href="https://www.purdue.edu/business/sps/pdf/Purdue_SPS_Handbook.pdf">https://www.purdue.edu/business/sps/pdf/Purdue_SPS_Handbook.pdf</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	SPS Training	<a href="https://www.purdue.edu/business/sps/Training/index.html">https://www.purdue.edu/business/sps/Training/index.html</a>	SPS	Stephanie Willis	I	X		
Control Activities - Policies and Procedures	Subrecipient Monitoring	<a href="https://www.purdue.edu/business/sps/RQA/Subrecipient.html">https://www.purdue.edu/business/sps/RQA/Subrecipient.html</a>	SPS	Susan Corwin	I	X	<a href="https://www.purdue.edu/business/sps/postaward/archive.html">https://www.purdue.edu/business/sps/postaward/archive.html</a>	
Control Activities - Policies and Procedures	Travel Approval Delegation	<a href="https://www.purdue.edu/business/sps/pdf/TravelApprovalDelegation.pdf">https://www.purdue.edu/business/sps/pdf/TravelApprovalDelegation.pdf</a>	SPS	Susan Corwin	I	X		
Control Activities - Policies and Procedures	Travel Guidance on Sponsored Projects	<a href="https://www.purdue.edu/business/sps/pdf/Travel_Guidance_SponsoredProjects.pdf">https://www.purdue.edu/business/sps/pdf/Travel_Guidance_SponsoredProjects.pdf</a>	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Unbudgeted Funds best practice	<a href="https://www.purdue.edu/business/sps/doc/Unbudgetedfundsbestpractices.doc">https://www.purdue.edu/business/sps/doc/Unbudgetedfundsbestpractices.doc</a>	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Unexpended Funds Residual Transfer Request	<a href="https://www.purdue.edu/business/sps/pdf/uftrtr.pdf">https://www.purdue.edu/business/sps/pdf/uftrtr.pdf</a>	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARD\Archive	
Control Activities - Policies and Procedures	Tools for Business Office Staff	<a href="https://www.purdue.edu/business/bs-ba/xls/TaskCheckList1.xlsx">https://www.purdue.edu/business/bs-ba/xls/TaskCheckList1.xlsx</a>	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	<a href="https://www.purdue.edu/business/account/pdf/508_FY19-Financial-Report-FINAL.pdf">https://www.purdue.edu/business/account/pdf/508_FY19-Financial-Report-FINAL.pdf</a>	Comptroller	Josh Sterrett	I	X		2018 update, 2019 not yet published
External Reviews	UG Audit - Federal Awards	<a href="https://www.purdue.edu/business/sps/pdf/FY19_Federal_Awards_Single_Audit_Report.pdf">https://www.purdue.edu/business/sps/pdf/FY19_Federal_Awards_Single_Audit_Report.pdf</a>	SPS	Stephanie Willis	I	X	SPS Support has archives	FY2018 on the website



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
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In-process - Began or actively working on

Pending - Haven't done anything yet