Purdue University's Inventory of Guidelines, Policies, Procedures, QRCs, Etc.

Key Internal Controls (Federal Appropriations, Student Aid, Sponsored Programs)

Revised Feb 2024

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 proces	Location of Archived Process
Governance	Internal Audit Office	https://www.purdue.edu/ia/	Internal Audit	Wendi Johnston	I	X	https://www.purdue.edu/policies/revised_polici
Governance	Structure of	https://www.	Internal	Wendi	I	X	Cascade
Governance	Bylaws of the Trustees of Purdue University	https://www.purdue.edu/bot/about/bylaws.php	Internal Audit Board of	Board of Trustees - Corporate Secretary -	I	X	N/A
Governance	Officers of the Board of Trustees	https://www.purdue.edu/bot/about/trustees/officers.p ees/officers.p	Internal Audit Board of	Board of Trustees - Corporate Secretary -	I	X	N/A
Governance	Policies located at Policy Office Website	https://www.purdue.edu/policies/	Internal Audit University Policy Office	Jessica Teets (teets@purdue.edu) policies@purdue.edu	I	X	http://earchives.lib.purdue.edu/cdm/search/collection/PPA/searchterm/*
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	I	X	https://www.purdue.edu/policies/governance/vb5.html#history
Management	Comptroller - General Information	https://www.purdue.edu/business/compt	Comptroller	Kathy Vanderwall/Josh Sterrett	I	X	
Management	Comptroller Organization Structure	https://www.purdue.edu/treasurer/financ	Comptroller	Kathy Vanderwall/Josh Sterrett	I	X	
Management	Managerial Acc	http://www.pu	Comptroller - Managerial	Kim Hoebel	P	X	

Management	Data and Information	https://www.purdue.edu/b	SPS	Stephanie Willis &	I	X	
Management	GM AIMS	https://www.purdue.edu/b	SPS	Stephanie Willis &	I	X	
Management	SPS Administration	https://www.purdue.edu/business/sps/p	SPS	Stephanie Willis	I	X	
Management	SPS Ag Field Office	Archive Only - moved to SPS	SPS	Beth Siple	I	X	
Management	SPS Organization	https://www.purdue.edu/b	SPS	Stephanie Willis	I	X	
Management	SPS Post-award	https://www.purdue.edu/business/sps/p	SPS	Susan Corwin	I	X	
Management	SPS Pre-award	https://www.purdue.edu/b	SPS	Amanda Hamaker	I	X	
Control Activities - Policies and	Account Management Guidelines-	https://www.purdue.edu/treasurer/financ	Ag Bus Ofc	Susan Kremer/Beth Siple	I	X	
Control Activities - Policies and Procedures	Accounting and Financial Management Governance- Federal Appropriat	https://www.purdue.edu/treasurer/finance/controller/accounting-services/gover	Ag Bus Ofc	Susan Kremer/Beth Siple	I	X	
Control Activities - Policies and Procedures	BPR Finance Training--Ag Funds	https://www.purdue.edu/treasurer/finance/controller/accounting-services/gover	Ag Bus Ofc	Susan Kremer/Beth Siple	P	X	
Control Activities - Policies and Procedures	Revolving Fund Procedures	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller	Elvira Burke	I	X	
Control Activities - Policies and Procedures	Abbreviations Used in Accounting Materials	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Josh Sterrett	P	X	
Control Activities - Policies and Procedures	Account Management Guidelines - Student Aid	https://www.purdue.edu/treasurer/finance/controller/accounting-services/gover	Comptroller - Accounting Services	Janet Kliewer	I	X	

Control Activities - Policies and Procedures	Account Structure Summary	https://www.purdue.edu/treasurer/finance/controller/accounting-	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive
Control Activities - Policies and Procedures	Accounting and Financial Management Governance	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Various/Shannon Goff/Kathy Vanderwall	P	X	
Control Activities - Policies and Procedures	Agency - Outside Award Funds	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Josh Sterrett	P	X	
Control Activities - Policies and Procedures	Auxiliary and Service Enterprise Funds	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Janet Kliewer	P	X	
Control Activities - Policies and Procedures	Definitions of Award, Prize, Scholarship, and Grant	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Josh Sterrett	P	X	
Control Activities - Policies and Procedures	Document Types	https://www.purdue.edu/treasurer/finance/controller/accounting- services/gover	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive
Control Activities - Policies and Procedures	Endowment Management Guidelines	https://www.purdue.edu/treasurer/finance/controller/accounting- services/gover	Comptroller - Accounting Services	Janet Kliewer	P	X	
Control Activities - Policies and Procedures	Endowment Types	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Josh Sterrett	P	X	
Control Activities - Policies and Procedures	Finance Training	https://www.purdue.edu/treasurer/finance/process-and-	Comptroller - Accounting	Josh Sterrett/Rebecca Miller/Andre	P	X	
Control Activities - Policies and Procedures	Financial Report Policies	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Josh Sterrett	I	X	

Control Activities - Policies and Procedures	Forms	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Josh Sterrett	P	X	
Control Activities - Policies and Procedures	Fund Group References	Archive Only, reference fund listing	Comptroller - Accounting	Rebecca Miller	P	X	Accounting Services Share Drive
Control Activities - Policies and Procedures	Fund Listing	https://www.purdue.edu/treasurer/finance/controller/accounting-	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive
Control Activities - Policies and Procedures	General Funds - Guidelines	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Janet Kliewer	P	X	
Control Activities - Policies and Procedures	General Ledger List and Descriptions	https://www.purdue.edu/treasurer/finance/controller/accounting-services/gover	Comptroller - Accounting Services	Josh Sterrett/Rebecca Miller	P	x	
Control Activities - Policies and Procedures	Gift Funds - Guidelines	https://www.purdue.edu/treasurer/finance/controller/accounting-services/gover	Comptroller - Accounting Services	Janet Kliewer	P	X	
Control Activities - Policies and Procedures	GR/IR Postings	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Josh Sterrett	P	X	
Control Activities - Policies and Procedures	Hospitality Expenditure Policy FAQ's	https://www.purdue.edu/treasurer/finance/operations/business-	Comptroller - Accounting Services	Josh Sterrett	P	P	
Control Activities - Policies and Procedures	Merchant Card - Office of Treasury Operations	https://purdue0.sharepoint.com/sites/merchantservices	Comptroller - Accounting	OTO	P	X	
Control Activities - Policies and Procedures	Month-End Document Deadlines	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Josh Sterrett/Shannon Goff	P	P	

Control Activities - Policies and Procedures	Pending and Clearing Procedures	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Josh Sterrett	P	P	
Control Activities - Policies and Procedures	Promotional and Marketing Expenditure Guidelines	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Josh Sterrett	P	P	
Control Activities - Policies and Procedures	Purchasing Card Information	https://www.purdue.edu/procurement/card-	Comptroller - Accounting	Procurement	P	X	
Control Activities - Policies and Procedures	References/Resources	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Josh Sterrett/Rebecca Miller	P	P	
Control Activities - Policies and Procedures	SAP Ledgers - Differences Between	https://www.purdue.edu/treasurer/finance/controller/accounting-	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive
Control Activities - Policies and Procedures	Standard Rules for Available Funding	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Rebecca Miller	P	X	
Control Activities - Policies and Procedures	State Line Item Funds - Guidelines	https://www.purdue.edu/treasurer/finance/controller/a	Comptroller - Accounting	Susan Kremer/Beth Siple	P	P	
Control Activities - Policies and Procedures	Transfer Procedures and GL Account Grid	https://www.purdue.edu/treasurer/finance/controller/accounting-services/gover	Comptroller - Accounting Services	Rebecca Miller	P	X	Accounting Services Share Drive
Control Activities - Policies and Procedures	Year End Carry Forward Information	https://www.purdue.edu/treasurer/finance/controller/accounting-services/gover	Comptroller - Accounting Services	Josh Sterrett/Rebecca Miller	P	X	https://www.purdue.edu/business/account/doc/Summary_Yea_End__Carry_Forward.doc
Control Activities - Policies and Procedures	Accounts Payable	https://www.purdue.edu/business/comptroller/ap/	Comptroller - Accounts Payable	Judy Ewbank	P	X	Comptroller shared drive

Control Activities - Policies and Procedures	Best Practices for Keying Payments	https://www.p	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/comptrlr//pdf/Business%20Process%20%20for%20Submitting%20Documents%20for%20Pay
Control Activities - Policies and Procedures	Cancel and Rewrite Process	https://www.purdue.edu/treasurer/finance/operations/	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_Instructi
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_V
Control Activities - Policies and Procedures	Exceptions	https://www.purdue.edu/treasurer/finance/operations/	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/comptrlr//pdf/Guidelines%20for%20Submitting%20Document
Control Activities - Policies and Procedures	Internal Process and Policies for Payments	https://www.p	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-PO%20Related%20Invoice%20via%20ACH%20for%20Suppliers%20-%20%20Direct%20In
Control Activities - Policies and Procedures	Single Use Accounts (SUA's)	https://www.purdue.edu/treasurer/finance/operations/	Comptroller - Accounts Payable	Judy Ewbank	P	X	
Control Activities - Policies and Procedures	1098-T	https://www.purdue.edu/treasurer/finance/bursar-	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	Comptroller - Bursar	Tim Riley	I	X	
Control Activities - Policies and Procedures	Federal Cash Draw/Daily Recon	documented internally on Bursar share drive - contact	Comptroller - Bursar	Tim Riley	I	X	Comptroller shared drive
Control Activities - Policies and Procedures	Return to Title IV Funds	https://www.purdue.edu/treasurer/finance/bursar-	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	Comptroller - Bursar	Tim Riley	I	X	Comptroller shared drive
Control Activities - Policies and Procedures	University Refund Policy	https://www.purdue.edu/treasurer/finance/bursar-	Comptroller - Bursar	Tim Riley	I	X	Updated 8/3/2020
Control Activities - Policies and Procedures	University Withdrawal Procedures	https://www.purdue.edu/advocacy/students/withdrawa	Comptroller - Bursar	Tim Riley	I	X	Updated 8/3/2020

Control Activities - Policies and Procedures	Capital Asset Accounting - General Procedures	https://www.purdue.edu/treasurer/finance/controller/accounting-	Comptroller - Managerial Accounti	Kim Hoebel	I	X	
Control Activities - Policies and Procedures	CAS Guidelines - Cost Accounting	https://www.purdue.edu/treasurer/finance/managerial-	Comptroller - Managerial al	Kim Hoebel	I	X	
Control Activities - Policies and Procedures	Consultants (Chapter 6.4.1.3 of SPS Handbook)	https://www.p	Comptroller - Managerial al	Ray Polikaitis	I	X	
Control Activities - Policies and Procedures	Cost Allocation Guidelines for Charges to Sponsored Programs	https://www.purdue.edu/treasurer/finance/managerial-accounting-services/costi	Comptroller - Managerial al Accounti ng	Kim Hoebel	I	X	
Control Activities - Policies and Procedures	Effort Reporting Policy	https://www.purdue.edu/policies/busines s-	Comptroller - Managerial al	Kim Hoebel	I	X	
Control Activities - Policies and Procedures	Income Producing Funds - Guidelines	https://www.purdue.edu/treasurer/finance/controller/accounting- services/gover	Comptroller - Managerial al Accounti ng	Cheryl Cornell	P	X	
Control Activities - Policies and Procedures	A/R Non-Student credit and Collection Operating	https://www.purdue.edu/treasurer/finance/bursar-	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/treasurer/finance/bursar-	Comptroller - URCO	Rick Shoaf	I	X	
Control Activities - Policies and Procedures	Bankruptcy	https://www.purdue.edu/treasurer/finance/bursar-	Comptroller - URCO	Rick Shoaf	P	X	

Control Activities - Policies and Procedures	Cash Handling	https://www.p	Comptroller - URCO	Rick Shoaf	I	X	
Control Activities - Policies and Procedures	Collection of Past Due Accounts	https://www.purdue.edu/treasurer/finance/bursar-	Comptroller - URCO	Rick Shoaf	P	X	
Control Activities - Policies and Procedures	Credit and Collections Operating Procedure	https://www.purdue.edu/treasurer/finance/bursar-	Comptroller - URCO	Rick Shoaf	P	X	
Control Activities - Policies and Procedures	Disputed Charges Procedures	https://www.purdue.edu/treasurer/finance/bursar-	Comptroller - URCO	Rick Shoaf	I	X	
Control Activities - Policies and Procedures	Reporting	https://www.purdue.edu/treasurer/finance/bursar-	Comptroller - URCO	Rick Shoaf	P	X	
Control Activities - Policies and Procedures	Returned Payment Items	https://www.purdue.edu/treasurer/finance/bursar-	Comptroller - URCO	Rick Shoaf	P	X	
Control Activities - Policies and Procedures	Student Accounts Receivable	https://www.purdue.edu/treasurer/finance/bursar-	Comptroller - URCO	Rick Shoaf	P	X	
Control Activities - Policies and Procedures	Student Loans - Perkins, Health Profession	documented internally - contact Carl Horner	Comptroller - URCO	Carl Horner	P	X	
Control Activities - Policies and Procedures	FAFSA	https://www.purdue.edu/dfa/apply/fafsa/	DFA	Joel Wenger	P	X	
Control Activities - Policies and Procedures	Financial Aid Policies & Appeals	https://www.purdue.edu/dfa/contact/policiesappeals/	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	https://www.p	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/withdrawa	DFA	Joel Wenger	I	X	
Control Activities - Policies and Procedures	Individual Financial Conflicts of Interest	https://www.purdue.edu/policies/ethics/iiib2.html?_ga	Ethics and Compliance	Debby Walker	I	X	
Control Activities - Policies and Procedures	Outside Activities	https://www.purdue.edu/ethics/resources/ROAformguid	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_state	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/requestfor	EVPRP	EVPRP Office	I	X	
Control Activities - Policies and Procedures	Business @ Purdue Processes	https://www.purdue.edu/hr/buspur/index.php	HR	Cathleen Cline	P	X	
Control Activities - Policies and Procedures	Business at Purdue	https://www.purdue.edu/hr/buspur/index.php	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.p	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
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://www.purdue.edu/treasurer/finance/treasury-	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://purdue0.sharepoint.com/sites/merchantservices/SitePages/Ho	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-	OTO	Terri Mimms	I	X	
Control Activities - Policies and Procedures	Private Business Use compliance	https://www.purdue.edu/policies/business-	OTO	Denise Laussade	I	X	
Control Activities - Policies and Procedures	Purdue Investment Plan Cash (PIPC) Income	OTO LAN	OTO	Terri Mimms	I	X	
Control Activities - Policies and Procedures	Remote Capture (of deposit checks)	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	
Control Activities - Policies and Procedures	Wire Transfer Request Form/Process	https://www.purdue.edu/treasurer/finance/treasury-	OTO	Lori Barnard	P	X	
Control Activities - Policies and Procedures	Procurement Delegation Manual	https://www.purdue.edu/procurement/documents/dele	Procurement	Tiffany Weatherford	I	X	
Control Activities - Policies and Procedures	Purchasing Instructions	https://www.purdue.edu/procurement/purchasing/index	Procurem	Tiffany Weatherford	P	X	
Control Activities - Policies and Procedures	Requests for Purchase $10,000 & Over	https://www.purdue.edu/procurement/purchasing/com	Procurem	Tiffany Weatherford	I	X	
Control Activities - Policies and Procedures	Sourcing Documentation	https://www.purdue.edu/procurement/documents/dele	Procurem	Tiffany Weatherford	P	X	
Control Activities - Policies and Procedures	Special Purchases	https://www.purdue.edu/procurement/purchasing/speci	Procurem	Tiffany Weatherford	P	X	
Control Activities - Policies and Procedures	Travel Guidelines	https://www.purdue.edu/procurement/travel/	Procurement	Tiffany Weatherford	I	X	
Control Activities - Policies and Procedures	Vendor Visitation Handbook	https://www.purdue.edu/procurement/onestop/vendor-	Procurem	Tiffany Weatherford	I	X	
Control Activities - Policies and Procedures	Purchasing Card Policies and Procedures -	https://www.purdue.edu/procurement/documents/purc	Procurement	Tiffany Weatherford	I	X	
Control Activities - Policies and Procedures	Purchasing Standard Terms and Conditions	https://www.purdue.edu/procurement/contracts/terms	Procurement	Tiffany Weatherford	I	X	

Control Activities - Policies and Procedures	Record Retention Guidelines	https://www.purdue.edu/business/records/Records_Ret	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#:~:t	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/a	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POST AWARD\Archive
Control Activities - Policies and Procedures	Certification of Pay while on Travel	https://www.purdue.edu/business/sps/postaward/bs/a	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POST AWARD\Archive
Control Activities - Policies and Procedures	Checking for Administrative/clerical salaries in	https://www.purdue.edu/business/sps/pdf/AdminCleri	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POST AWARD\Archive
Control Activities - Policies and Procedures	Claiming Incoming Electronic Funds -	K:_DeptAll\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_	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POST AWARD\Archive
Control Activities - Policies and Procedures	Correcting Document Guidelines	https://www.purdue.edu/business/sps/postaward/bs/a	SPS	Susan Corwin & Janet Kliewer	I	X	S:\bs\common\users\SPS\POST AWARD\Archive
Control Activities - Policies and Procedures	Cost Sharing	https://www.purdue.edu/business/sps/postaward/bs/c	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POST AWARD\Archive
Control Activities - Policies and Procedures	Costs Transfer Guidelines	https://www.purdue.edu/business/sps/doc/Final_Cost	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POST AWARD\Archive
Control Activities - Policies and Procedures	Equipment Orders> $50,000	Document removed; No longer applicable in	SPS	Susan Corwin	I	X	https://www.purdue.edu/business/sps/postaward/archive.html

Control Activities - Policies and Procedures	F&A Rate Agreements and Policy	https://www.purdue.edu/business/sps/postaward/bs/a	SPS	Susan Corwin	I	X	https://www.purdue.edu/business/sps/postaward/bs/accountmg
Control Activities - Policies and Procedures	FFATA Handbook	https://www.purdue.edu/business/sps/pdf/FFATA_Han	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive
Control Activities - Policies and Procedures	Notice to Proceed form	https://www.purdue.edu/business/sps/pdf/ntp.pdf	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARD\Archive
Control Activities - Policies and Procedures	Notice to Proceed instructions	https://www.purdue.edu/business/sps/pdf/NTPinstruct	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARD\Archive
Control Activities - Policies and Procedures	Overdraft Lock Management Memo	https://www.purdue.edu/business/sps/pdf/OverdraftL	SPS	Susan Corwin	I	X	
Control Activities - Policies and Procedures	Participant Support Costs	https://www.purdue.edu/business/sps/pdf/Participant	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive
Control Activities - Policies and Procedures	Post Award Process Guides	K:_DeptAll\POSTAWARD\Process Guides	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARD\Archive
Control Activities - Policies and Procedures	Post Award QRC's	K:_DeptAll\POSTAWARD\QRC's	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POSTAWARD\Archive
Control Activities - Policies and Procedures	Preaudit Process	https://www.purdue.edu/business/sps/postaward/bs/p	SPS	Susan Corwin	I	X	The Pre-audit Process (purdue.edu)
Control Activities - Policies and Procedures	Prior Approvals	https://www.p	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POSTAWARD\Archive
Control Activities - Policies and Procedures	Procedures for Screening Equipment to be Purchased	https://www.p	SPS	Kim Hoebel	I	X	

Control Activities - Policies and Procedures	Questionable Transaction Report - Business	https://www.p	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POST AWARD\Archive
Control Activities - Policies and Procedures	Questionable Transaction Report - SPS	https://www.purdue.edu/business/sps/postaward/bs/a	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POST AWARD\Archive
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	https://www.purdue.edu/business/sps/postaward/bs/a	SPS	Janet Kliewer & Susan Corwin	I	X	https://www.purdue.edu/business/sps/postaward/archive.html
Control Activities - Policies and Procedures	SPS ARRA Handbook	https://www.purdue.edu/business/sps/pdf/ARRA_Han	SPS	Susan Corwin	I	X	https://www.purdue.edu/business/sps/pdf/ARRA_Handbook_20
Control Activities - Policies and Procedures	SPS Handbook	https://www.purdue.edu/business/sps/pdf/Purdue_SP	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POST AWARD\Archive
Control Activities - Policies and Procedures	SPS Training	https://www.purdue.edu/business/sps/Training/index.h	SPS	Stephanie Willis	I	X	
Control Activities - Policies and Procedures	Subrecipient Monitoring	https://www.purdue.edu/business/sps/RQA/Subrecipie	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/TravelAppr	SPS	Susan Corwin	I	X	
Control Activities - Policies and Procedures	Travel Guidance on Sponsored Projects	https://www.purdue.edu/business/sps/pdf/Travel_Gui	SPS	Susan Corwin	I	X	S:\bs\common\users\SPS\POST AWARD\Archive
Control Activities - Policies and Procedures	Unbudgeted Funds best practice	https://www.purdue.edu/business/sps/doc/Unbudgete	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POST AWARD\Archive

Control Activities - Policies and Procedures	Unexpended Funds Residual Transfer	https://www.purdue.edu/business/sps/pdf/ufrtr.pdf	SPS	Susan Corwin	P	X	S:\bs\common\users\SPS\POST AWARD\Archive
Control Activities - Policies and Procedures	Tools for Business Office Staff	https://www.purdue.edu/treasurer/finance/business-	Treasurer & CFO-Business Manage	Kristi Mickle	P	P	
External Revie	Financial Repo	https://www.purdue.edu/treasurer/financ	Comptroller	Josh Sterrett	I	X	
External Revie	UG Audit - Fed	https://www.purdue.edu/business/sps/pdf/single_audi	SPS	Stephanie Willis	I	X	SPS Support has archives
Control Activities - Policies and Procedures	Monthly Transactions without Prior Fiscal	https://www.purdue.edu/business/sps/postaward/bs/a	SPS	Susie Geswein, Brittany Vestal (SME)	P	X	
Control Activities - Policies and Procedures	P-Card and T-Card Rebates	https://www.purdue.edu/business/sps/pdf/PCard_Tcar	Comptroller	Kathy Vanderwall	P	X	