This Self-Assessment Questionnaire (SAQ) is a tool to be used by an agency to:

* Develop fiscal and administrative controls.
* Evaluate the adequacy of existing procedures, both as written and actually performed.
* Ensure that written procedures and actual practices are the same.

Each agency should review its procedures **at least biennially** to ensure compliance with the minimal internal control standards as set forth in this SAQ. By completing the SAQ, an agency can identify potential internal weaknesses.

The SAQ is designed so that a “No” response indicates an area of concern, which may require corrective action in written procedures and/or actual practices, such as:

1. Developing new or revised procedures to correct the deficiency found; or
2. Implementing a compensating control.

The Comments/Issues column should be used for agency’s notes.

SAQs should be reviewed and approved by management and the original maintained in the agency’s files for audit purposes.

This document is to be used to help complete the agency’s Biennial Report on Internal Controls, which is due by July 1 of each even-numbered year.

Thank you for your cooperation.

**D. Purchasing and Expenditures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Purchasing and Expenditures | **Yes** | **No** | **N/A** | **Comments/Issues** |
|  | Are there policies and procedures regarding purchasing and expenditure responsibilities? |  |  |  |  |
|  | Are the following key duties segregated among individuals:  |  |  |  |  |
| 1. Approving purchase orders and invoice payments
 |  |  |  |  |
| 1. Placing the order
 |  |  |  |  |
| 1. Receiving merchandise

*Note: If your agency has limited staff, at minimum, the Orderer and Receiver should be separate individuals.* |  |  |  |  |
| **No Purchase Order Required** |
|  | Is there documented supervisory review and approval of expenditures not requiring a purchase order (e.g., recurring utility payments, phone bills, procurement card, etc.) before submitting for payment?*Note: Documentation may consist of supervisor initialing and dating invoice as “OK to Pay.”* |  |  |  |  |
| **Local Purchase Orders** |
|  | Is a purchase order prepared and approved for all local purchases? |  |  |  |  |
|  | Is budgetary authority and cash availability verified? |  |  |  |  |
|  | Are the purchase order amounts entered into an internal budget tracking system? |  |  |  |  |
|  | When a purchase order form is voided, does the individual: |  |  |  |  |
| 1. Clearly mark “void” across the face of the original and all copies?
 |  |  |  |  |
| 1. Provide an adequate explanation for the void?
 |  |  |  |  |
| 1. Receive verification by a person independent of the transaction?
 |  |  |  |  |
|  | Are all purchase order forms accounted for, and are voided forms filed for accurate record keeping?  |  |  |  |  |
|  | Are purchase order forms, issued and unissued, safeguarded and are adequate controls employed in their distribution and use? |  |  |  |  |
|  | Is access to purchase order forms limited to individuals involved in the purchasing and approving functions?  |  |  |  |  |
|  | Are purchase order forms adequately secured with limited access until used?  |  |  |  |  |
| **Purchases through State Purchasing**  |
|  | Are necessary bids/quotes (for items not on state contract) obtained prior to placing an order pursuant to SAM 1500? |  |  |  |  |

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| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Comments/Issues** |
|  | Is an *On Line Agency Purchase Approval* (OLAPA) or equivalent document prepared and approved prior to entry of all RX (manual workflow) or RXQ (automated workflow) documents into Advantage? |  |  |  |  |
|  | Is budgetary authority and cash availability verified? |  |  |  |  |
|  | Are the approved amounts entered into agency’s internal budget tracking system? |  |  |  |  |
|  | After entering an RXQ document in Advantage, is all necessary back-up documentation attached electronically to the RXQ before applying level 2 and 3 approvals? |  |  |  |  |
|  | Do level 2 and 3 initial and date the *On Line Agency Purchase Approval* (OLAPA) or equivalent document to indicate approval? |  |  |  |  |
| **Receiving** |
|  | Is the merchandise checked upon receipt for quantity and condition by someone independent of the order placing? *Note: If your agency has limited staff, describe compensating controls that are in place to safeguard assets.* |  |  |  |  |
|  | Is the packing slip/receiving document signed and dated by the receiver validating quantity and condition of merchandise? |  |  |  |  |
|  | If ordered with an RXQ: |  |  |  |  |
|  | 1. Is the information from the packing slip/receiving document entered into Advantage within five days after receiving the merchandise to generate an RC?
 |  |  |  |  |
|  | 1. Do level 2 and 3 staff initial and date the RC or equivalent document upon posting in Advantage?
 |  |  |  |  |
| **Payments**  |
|  | Are the purchase order, receiving report, and invoice matched prior to payment approval? |  |  |  |  |
|  | Are payments approved by initialing and dating the invoice or equivalent document prior to being entered into Advantage for all payment types?  |  |  |  |  |
|  | Prior to final approval of the Payment Voucher (PV) in Advantage, are expenditures and payments reviewed using pre-established agency guidelines (e.g., an internal pre-audit checklist)? |  |  |  |  |
|  | Do level 3 and 4 staff initial and date source or entry documents to confirm posting expenditures in Advantage? |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reconciliations** | **Yes** | **No** | **N/A** | **Comments/Issues** |
|  | Are Advantage-generated expenditure documents (PVs) reconciled to an internal budget tracking system and the Budget Status Report (BSR) at least monthly? |  |  |  |  |
|  | Does a supervisor review and approve the above reconciliation? |  |  |  |  |
| **Miscellaneous** |
|  | Do any outside (computerized) accounting systems require the same degree of controls similar to those for Advantage? |  |  |  |  |
|  | Are there additional controls in place to monitor use of the miscellaneous vendor function in Advantage? |  |  |  |  |
|  | If purchases are made with a credit card, does the agency use only the state-approved procurement card or fuel card?  |  |  |  |  |

If any discrepancies are noted above, describe corrective action plan and resolution date below:

|  |  |  |
| --- | --- | --- |
| SAQ Number | Corrective Action Plan | Resolution Date |
|  |  |  |
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