Timeline – iRoar live July 20

iRoar to CUBS
- daily transactions
- fluctuate with drop/add activity

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<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
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Lab Fees & Reporting – last day to drop with a refund 09/03/13

Universe: Financial Student
Clemson University DW Reporting System
Departmental Level Analysis

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<tr>
<th>College</th>
<th>Dept</th>
<th>Term</th>
<th>Head Count</th>
<th>Course Amount</th>
<th>College Distribution</th>
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<td>69</td>
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Contact: Karen Robbins  kr@clemson.edu
Clemson University
Internal Audit Plan - FY2014

ANNUAL AUDITS / CONSULTING
ADV  Endowments - CU & CUF
ADV  Gift Confirmations - CU & CUF (every other year FY14)
ATH  Athletics - NCAA compliance - Comp Tickets, Team Travel
ATH  Athletics - ticket settlements/revenue
ATH  Athletics - football attendance verification NCAA
ATH  Athletics/PTAY - confirmations (every other year FY15)
FMO  Environmental Health & Safety
PAF  Student Financial Aid
PRES Pre-Collegiate Programs Office
PRES President's Office
PSA  County Extension Services (Regional Business Centers)
RES  Grants & Contracts Administration
RES  Research Services, Office of Compliance (lab safety)
SA  Student Organizations (bank accounts)

AUDITS FOR FY2014
CCIT  Banner
CCIT  CUBS Financial - Integrity of data feeds (Banner, Touch Net)
CCIT  Computer Store Inventory - Consulting
FIN  Comptroller - Bank Account Reconciliations (Vendor & Payroll)
FIN  Payroll (Special pays, Payroll reports)
FIN  PCI Compliance
FIN  Procurement - Departmental Cell Phones
FIN  Cash & Treasury (Market Place)
FMO  Construction
HEHD  PRTM
HEHD  Public Health Sciences
PAF  FERPA Follow-up (Banner controls)
PAF  Study Abroad
SA  Card Access System - Consulting
SA  Campus Recreation - Operational
SA  Redfern Health Center - Operational
SA  Life Safety (sprinklers, fire ext, emergency warning system)
     Foreign Travel - Campus Wide
     Revenues - Campus Wide
Procurement Services Information
CBOG August 8, 2013

This update is posted at: www.clemson.edu/cfo/procurement under the Announcements section on left hand side of screen.

Old Information:

1. **Contracts/Processes Currently Being Worked On:** The following is a snapshot/update on some of the more University-wide contracts or initiatives we are currently working on:
   
a. **Gift Card Punchout:** currently we have no way for campus to purchase gift cards other than through personal reimbursements (prohibited purchase on p-card). We are testing/piloting a punchout site where you can order gift cards through buyWays and are finalizing a policy/procedure to accompany this initiative.
   
b. **MPS:** To date, Ricoh has implemented MPS in the majority of admin areas and CBBS and CAFLS. The plan is to complete implementation in the remaining admin areas and Student Affairs and then complete the rollout to the colleges and PSA this Fall. Billing continues to be a challenge, but we are working through. Continue to provide feedback on billing issues so we can correct those going forward.
   
c. **WeCar for Department Use:** Clemson has a contract for WeCar, hourly car rental on campus and at CU-ICAR. Currently individuals must register and pay for rentals personally. Most hourly rentals would not be justified as business rentals, however we have been asked to consider if this program would make sense to roll out so that departments can be billed, or p-cards can be used, to participate in this program.
   
d. **Enterprise Car Contract Renewal:** Enterprise was awarded the rental car contract again. Starting in July as you rent cars from Enterprise, look for new enhancements related to after hour pick-up/drop offs and fueling vehicles that will address some concerns raised by campus in a survey earlier this year.

2. **Promotional / Novelty Products Contract:** Clemson awarded a promotional/novelty products contract to 6 vendors last month. These vendors, along with B&N, are the preferred vendors for novelty products. It is not a requirement that you use these vendors, but you are strongly encouraged to consider them when you need to order something. They have all agreed to preferred pricing discounts and two of them (B&N and Club Colors) will be added as punchout vendors in the near term. In addition, using any of these vendors meets the procurement requirement for bidding, so you can order $10K+ of product from any of them without having to bid it out.

3. **Paying Students (or vendors for that matter):** Be sure to double check that you are paying the right student or vendor when you are entering payments. We have had several recent issues where departments have cut checks to a student with the same name, but incorrect address. There is nothing we can put in place in the system to check for this logic. If you need to pay John Doe, be sure it is the right John Doe – correct address, student ID, etc… Just because PSFT pulls up John Doe when you type it is, it is still your responsibility to check it is the right one.

New Information:

4. **Staples Rebates:** Rebates for 4Q, FY13 were posted on 8/6. Please visit P:CUBSRPT\Staples Rebate for details. Contact Angela Wiggins or Mike Nebesky with any questions or feedback about the Staples rebate process.

5. **Travel Program Assessment:** Clemson has contracted with a consultant to conduct an assessment of the University travel policies and procedures. This assessment will be taking place over the next month and, among other pieces, will consist of interviews with faculty and staff to provide input from travelers and those supporting travelers. Please help support this initiative as this is the first step in shaping the future of travel at Clemson.