

March 2014

Look to Business *Matters* for important updates and information from the "Business Office" units within Finance & Administration.

## Inside:

Records Retention Training

Records Retention Best Practice

Reminder: Hertz Procedures

Equipment Reporting

Personal Car Mileage

Internal Control

Fraud Reporting

Procurement & Travel Procedures Training

Project Sunlight Reminder

## It's Been a While ...

After a brief hiatus, Business Matters is back! Rather than monthly, future editions of the newsletter will be issued twice each semester during the academic year.

## Records Retention Training

Many departments have requested training or a refresher course in records retention. Good news: Nedra Abbruzzese-Werling, Compliance Administrator and Records Management Officer and Andrea Stagg, General Counsel, both from SUNY Central Administration plan to visit campus later this spring to present sessions on paper and electronic records handling. Once we have a date we will be sure to advertise this training opportunity. In the mean time, our records retention officer, Laura Emmett, would be happy to answer any questions you may have. She can be reached at x3114 or [laura.emmett@oneonta.edu](mailto:laura.emmett@oneonta.edu)

## Records Retention Best Practice

Does your department have a backlog of records to review for disposal or retention decisions? If so, consider following the model used by the facilities area. Every Friday, several members of the department including Tom Rathbone, sets aside 30 minutes to review old files. They review 3-5 boxes of materials and agree on which records should be kept or destroyed and follow appropriate guidelines for storage or destruction. Important files are scanned which allows for the paper records to be destroyed. This process has freed up a good portion of the footprint of the sub-basement of the library.

## Reminder to Employees Using Hertz Pick-up/Drop-off Service

It is very important for travelers to notify the local Hertz office at **607-433-8755** as soon as their rental vehicle is returned to campus (leave a message after hours). This alerts the office that the vehicle is ready to be picked up and prepared for the next scheduled rental. When you pick up your keys at UPD, you will receive a contract that summarizes the details of your rental. After the trip, complete the mileage portion of the form and return it to UPD along with your keys. By reporting the return of the vehicle and recording the mileage, we keep our pick-up/drop-off arrangement with Hertz in good standing.

## When Purchasing Equipment Using a Procurement Card:

A growing number of offices are now making purchases using their SUNY Oneonta VISA procurement card. When purchasing EQUIPMENT, always send a copy of the purchase requisition (including purchase order number or VISA document number) to Willy Wood in Property Management. Willy will determine if the equipment meets the criteria for inclusion on the equipment inventory. You may send via campus mail, email or fax to 2568. More information regarding equipment policies can be found at: <http://www.oneonta.edu/admin/facilities/surplus.asp>.

## Personal Car Mileage Rate

Effective January 1, 2014, the personal car mileage reimbursement rate was revised to 56 cents per mile. This rate is in effect for all business miles driven beginning January 1, 2014. Please feel free to contact Terri Thomas at x2555 for any travel related questions.

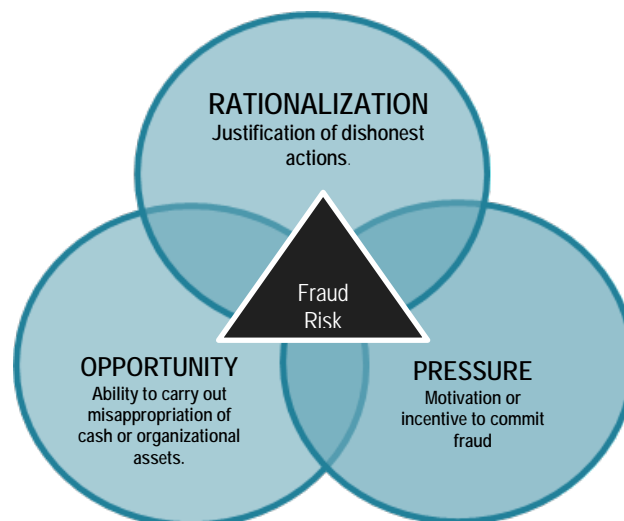
## Internal Control: A Shared Responsibility For All Employees

Each College employee plays an important role in our Internal Control Program by committing to high standards of personal and professional integrity in the performance of his/her job duties. Further, familiarity with the program is vitally important to our success as an institution. Please take a moment to read our new [Internal Control brochure](#) which explains our program, outlines specific responsibilities of individuals and managers, and provides links to specific policies and guidelines.

## Fraud Reporting

All members of the SUNY community are expected to promptly report any known or suspected fraud and irregularities. If you have a concern, it should be brought to the attention of a supervisor, or you may choose to report the concern to the College Controller at (607) 436-2099 or utilize other reporting options that can be found on the Internal Control Fraud Reporting webpage: <http://www.oneonta.edu/admin/ic/fraudreporting.asp>.

SUNY provides “Whistleblower Protection” to ensure that any individual who makes a report in good faith will not experience retaliation.



Circumstances that lead to the commission of fraud often include the following: the incentive or pressure to commit fraud, the opportunity to carry out the fraudulent act, and the ability to justify the fraud. Fraud is minimized when Internal Control systems are in place to reduce opportunity.

The “Fraud Triangle” illustrates the three common circumstances that can lead to the commission of fraud.

## Training Available in Procurement and Travel Procedures

Do you have questions regarding purchasing or travel guidelines? Would you be interested in a departmental training session? If the answer to either question is "Yes!", don't hesitate to contact Terri Thomas, in the Procurement & Travel office, at x2555. We are happy to come to a department meeting to provide a formal presentation, or just a question and answer session, on either topic!

## Project Sunlight Reminder

The NYS Public Integrity Reform Act (PIRA) of 2011 included a provision entitled Project Sunlight. Project Sunlight contains a publicly accessible online database hosted by the Office of General Services that provides the general public with an opportunity to see what entities and individuals are interacting with state decision-makers prior to a formal contract. This portion of the law became effective on January 1, 2013.

SUNY Oneonta provided those that were determined to be affected by this with online training and certification for this training. To be in compliance with Project Sunlight and our campus procedure that deals mainly with procurement, this information is being sent out as a reminder to be sure that any meetings having to do with procurement and large scale contracts over \$25,000 are being reported. For more information please visit our Project Sunlight web page: <http://www.oneonta.edu/admin/ic/sunlight.asp>