Procurement

1. Does the department obtain competitive prices for purchases where applicable?

2. Do transactions bear evidence of approval, with the correct number of signatures, in accordance with university policy?

3. Do departmental staff submitting invoices to Accounts Payable allow sufficient processing lead-time to meet vendor payment deadlines?

4. Are vendors submitting invoices directly to Accounts Payable for Purchase Order payments?

5. Are purchase receipts and other necessary documentation retained by the department’s procurement card administrator to support purchases made using the TU VISA Procurement Card?

6. Have PeopleSoft statements or online systems been reviewed for accuracy of encumbrances and payments made?