

## *Self-Assessment*

### DISBURSEMENTS

1. Does the account sponsor approve your disbursements and travel claims? Does an individual with greater institutional authority approve the department head's travel?
2. Are disbursements business-related and in compliance with university policy?
3. Are invoices paid within 45 days as required by state legislation?
4. Are purchases over \$5,000 processed through a PO? Do you process all contractual products or services through the Purchasing Department? If not, do you have an authority to contract?
5. Are accounting duties of ordering, receiving, and reconciling properly segregated to ensure that no one individual controls the process from beginning to end?

#### *Resources:*

Financial Services Policies:

Norman Campus: <https://www.ou.edu/financialservices/forms>

Health Sciences Center: <https://www.ouhsc.edu/policy>

State Travel Reimbursement Act (STRA), 74 O.S., Section 500.1, et seq.

University Travel Policy

<https://www.ou.edu/travel>

OU Purchasing Department

<https://www.ou.edu/purchasing>

Oklahoma State Statute Title 62 § 41.4(a)

<http://www.lsb.state.ok.us>

OU Regents' Policy Manual

<https://www.ou.edu/regents/policy>