

## Top Ten Good Management Practices

1. Read all requests to spend University money before you sign them or approve them electronically (Direct Pay Forms, Travel Authorizations, payroll time sheets, etc.). Never sign a document unless you have reviewed at least the most important information on that document. Satisfy yourself it is a wise use of University funds.
2. Develop written procedures for critical operations. These serve as a resource for current employees and a good training tool for new employees.
3. Develop measurable annual department goals based on your department's mission and strategic goals. Create and action plan to achieve goals and communicate to all employees.
4. Make sure each transaction has at least two people involved: one initiator and one approver. Separate two duties to reduce the possibility of errors.
5. Print a detail transaction report once a month and review it for unusual transactions. Investigate anything that doesn't look right.
6. All cash and checks should be processed through the Cashier's Office daily. If something has to stay in your office overnight, lock it up.
7. Don't be satisfied with "the way we've always done things." Review your processes on a continuous basis for inefficiency and duplication of effort.
8. Ensure all expenditures have a clear business purpose. If the purchase is for something that *could* be construed as personal, clearly document the business purpose on the invoice or receipt.
9. Maintain good supporting documentation for all purchases. Ask yourself, "what would my supervisor or an auditor want to see?"
10. Make sure time sheets are reviewed and signed off by a supervisor or someone who is familiar with the employee's work hours.