



**Receptions and Promotions (PRECP)
and
Staff Development (PMGRT) Audit
President's Office**

**For the years ended
June 30, 2016 and 2017**

Portales

February 27, 2018

Notes

The transaction was posted backward and should have been a credit to the account for \$37.75.

The transaction was posted backward and should have been a credit to the account for \$72.50.

The request for catering services was signed by the approver but not the requestor.

The request for catering services was signed by the approver but not the requestor.

The request for catering services was signed by the approver but not the requestor.

The employee signed as the requestor and the approver for the request for catering services.

The invoice from Sodexo was missing from the file.

The request for catering was signed by the approver but not the requestor.

The request for catering was missing from the file.

The request for catering services was missing from the file.

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A detailed meal receipt was not provided nor a list of items ordered.

A detailed meal receipt was not provided nor a list of items ordered.

The meal receipt did not show the \$10.00 tip.

A detailed meal receipt was not provided nor a list of items ordered.

A detailed meal receipt was not provided nor a list of items ordered.

The second page of the procurement card log was missing showing the detail for the transaction.

A detailed meal receipt was not provided nor a list of items ordered.

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A detailed meal receipt was not provided nor a list of items ordered.

The Sodexo invoice, Sodexo order, and request for catering services was missing from the file.

The request for catering services was signed by the approver but not the requestor.

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The Sodexo invoice, Sodexo order, and request for catering services was missing from the file.

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The request for catering was signed by the approver but not the requestor.

The request for catering services was missing from the file.

The request for catering was signed by the requestor but not the approver.

The Sodexo invoice, Sodexo order, and request for catering services was missing from the file.