***FAST FACTS from Internal Control*** ***January 2012***

In an ongoing effort to increase awareness, safeguard assets, assure the accuracy of accounting data, promote operational efficiency, and encourage adherence to managerial policies and directives, SUNY Fredonia Internal Control will issue informational monthly *FAST FACTS* to all faculty and staff*.*

***Did You Know?***

**Did you know that all state employees are required to obtain a quote from Information Technology Services prior to expending state funds for the purchase of computers, tablets (iPads/touchpads), printers and/or software? All equipment purchased with state funds is the property of the state of New York and requires an inventory tag from SUNY Fredonia’s Property Control Department.**

**SUMMARY**:

In order to standardize the equipment and provide necessary support; all computers, tablets, printers and software must be quoted by the HelpDesk via a FredQuest ticket prior to purchase.

* Standard computer and printer quotes are available for reference in the FredQuest Knowledge Base (article #4964).
* Computer and software quotes must be requested by submitting a FredQuest ticket (select ‘Quote Requests’). Printers can be ordered by printing a copy of the quote available in article #4964 and attaching it to a purchase requisition.
* Copier and fax information can be requested by submitting a FredQuest ticket (select Quote Requests>Copier/Fax>) or by contacting the Purchasing Department at 673-3438.
* All computers, tablets, printers, and software orders are delivered to the HelpDesk for prep and installation.
* All equipment must be reported to Property Control for asset tagging

**Additional details are defined in the** [**SUNY Fredonia Purchasing Manual**](http://www.fredonia.edu/admin/purchasing/manual.asp)**,** [**Policy # 118**](http://www.fredonia.edu/admin/purchasing/pdf/Policy_118.pdf)**.**

**Submit a FredQuest and/or review article # 4964 (listed under ‘Solution #’)** [**here**](https://fredquest.fredonia.edu/MRcgi/MRhomepage.pl?USER=&PROJECTID=5&MRP=0&OPTION=none&WRITECACHE=1&FIRST_TIME_IN_FP=1&FIRST_TIME_IN_PROJ=1&)**.**

***\*\*REMINDER\*\****

A "[TEMPORARY LOAN OF EQUIPMENT FORM](http://www.fredonia.edu/admin/propertycontrol/PCform.asp)" must be completed and sent to Property Control ***BEFORE STATE/RESEARCH FOUNDATON EQUIPMENT IS REMOVED FROM CAMPUS***

The development and maintenance of the organization’s internal controls will help to ensure accountability. If you have any questions, comments, or suggestions regarding Internal Control *FAST FACTS* or any other Internal Control related issues, please contact Amy Beers, Director of Internal Control, at 673-4925 or [Amy.Beers@fredonia.edu](mailto:Amy.Beers@fredonia.edu) . Internal Control Committee members include Amy Beers, Kevin Kearns, Karen Klose, Judy Langworthy, Rebecca Nalepa, Karen Porpiglia, Matthew Snyder, Denise Szalkowski, Daniel Tramuta, and Karen West.