

Process	Sub-Process	What (Objective)	Why (Risk or Exposure)	RETURN TO MENU	How (Applicable Controls)	Control Number	
B Procurement	B2 Contract Administration	<p>All service contracts are properly administered to ensure services are received as intended and expenditures are controlled.</p> <p>For contracts where financial verification is performed by a site contract administrator, conformance to contract terms is verified.</p>	<p>Services may be received but not reported, or reported incorrectly, resulting in unrecorded liabilities, inaccurate inventories, over/under payments, and inaccurate capitalization and/or expense. Non-conformance to contract terms (prices, quantity, delivery) may go undetected.</p>		Contract administrators are trained and appointed for each contract and are maintained throughout the life of the contract. (This includes understanding, communicating and enabling utilization of applicable warranties, service agreements, etc. for purchase.)	B2-1.1.1	
					Receipt of service verification is performed in accordance with County policy.	B2-1.1.2	
					Any alterations to executed agreements (including releases and requisitions) are processed in accordance with County policy.	B2-1.1.3	
					When financial verification (match price billed to the current contract terms) and receipt of service are performed by the contract administrator, the contract administrator specifies that they have confirmed price and / or receipt of service when approving / authorizing the invoice for payment.	B2-1.1.4	
			All purchases have been authorized by appropriation.	Unauthorized purchases may be made.		At the time of the contract or purchase order, Finance ensures there is an appropriation authorizing the obligation in the budget ordinance.	B2-2.1.1
			All purchases have been a sufficient unencumbered balance.	Sufficient funds to pay for purchases may not exist; purchases cannot be paid for.		At the time of the contract or purchase order, Finance ensures there is a sufficient unencumbered balance for the obligation created by the contract.	B2-3.1.1
			Adequate segregation of duties exists among the authorization, custody of assets, recording of transactions and reconciliation.	Lack of segregation of duties may result in misappropriation of assets, inaccurate financial reporting, errors or irregularities and/or improper and undetected use of funds or modification of data.		Adequate segregation of duties is maintained as documented in the <u>SOD matrix section</u> .	B2-2.1.1