

Please identify the best method or methods in which to contact this department?			
•	Email:		
•	Phone number:		
Does this department collect revenue? Yes or No			
a.	If yes, what methods of collection	s are applicable?	
	• Check	Cash	
	Credit Card Transaction	Other:	
b.	If yes, what sources produce this r	evenue?	
	Resale of inventory		
	1. What types of	tems are historically sold?	
	a. Of the	ese items, which items do you collect sales tax?	
	b. What	policies are in place to monitor changes in inventory?	
	Lease revenue	Event revenue (Tickets, conferences, etc.)	
	• Sponsorship revenue	Royalty income	
	Other revenue:		
c. If yes, what are the standard processes for recording revenue?			
What is tł	ne standard process involving the	receipt of gifts and donations?	
What is tł	ne standard process involving the	management of funds for grants?	
What are	are standard processes when approving payroll?		

	i.	If applicable, how does the process change for exempt employees?	
	ii.	If applicable, how does the process change for non-exempt employees?	
	iii.	If applicable, how does the process change for student employees?	
8.		hent process payments or expenditures? Yes or No	
		bes this department allocate expenditures to other departments? Yes or No What methodology is used to allocate expenditures to other departments?	
9.	What actions are	taken to manage this department's budget and fund balances?	
10.	What Funds and C	Drganization codes are commonly used to record transactions for this departments business processes?	
11.		blems with existing business processes? Yes or No ease detail this step in the process	
12.	What steps or me	thods in the existing business process are not effective?	
13.	Which steps in the existing business process create roadblocks?		
14.	 Which step in the existing process requires the most time to complete?		
15.	. Which step in the existing process causes the most delays?		
16.		os in the existing processes that you feel the cost does not justify the benefit? Yes or No ease detail this step in the process	
17.		ps in the existing process that cause quality of work to go down? Yes or No ease detail this step in the process	
18.		ons to the normal processes that create inconsistencies in work flow? Yes or No ease detail this exception	
	Submitte	ed by:	