



SUNY Orange Policies and Procedures

Policy Number	Policy Title
BP4.14	Audit of Claims

The College will maintain appropriate internal controls to ensure that funds are spent efficiently by conducting a thorough, deliberate, and independent audit of claims before payments are authorized. An effective audit of claims helps prevent unauthorized, improper or fraudulent claims from being paid.

The Business Office is responsible for adhering to audit of claims procedures. This office is responsible for assigning the audit of claims to a College employee who is independent of the purchasing and disbursement functions. The College will provide the selected person with written procedures, which outline how to effectively complete the audit of claims and to document the outcome of the audit of claims..

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Adopted: May 11, 2022