11. Internal Controls

The Foundation fully embraces the Internal Control policies required by the State of New York, the State University of New York, and the University at Albany, and understands that a successful internal control program depends on the participation of all employees at every level.

Security

University and Foundation staff are reminded that the information used to do one’s job should be treated as confidential. Never share information with those who do not need to know the information, and protect the information assets of the University and the Foundation from misuse.

Foundation and Development staff are reminded of a few simple procedures to ensure confidentiality:

- Do not share computer passwords or post passwords in an obvious place.
- Always shut off your computer when you leave the office and at the end of the day.
- Shred any documents containing confidential or sensitive data.
- Keep documents containing confidential or sensitive data in secure files.

Social Security Numbers and Personally-identifiable Information

The Foundation will follow all federal and New York State laws and regulations regarding the security of social security numbers and personally-identifiable information. In general, this means that social security numbers will not be provided to outside organizations. In cases where a vendor requires a social security number for their work, any electronic file with the social security number will be secured and the data will be transmitted in a secure format.

The Foundation follows the University policy of limiting the personally-identifiable information it will provide to non-employees or to employees who do not need the information to pursue their responsibilities. The University at Albany has determined that the following is directory information within the meaning of the Family Education Rights and Privacy Act and can be released:

- Name of student or alum
- Address
- Dates of attendance
- Degrees completed

Credit Cards

The Foundation will issue a corporate credit card via a financial institution to be used by approved individuals for business on behalf of the University at Albany. The card is issued in the name of the Foundation and does not affect the individual’s credit rating.

The Executive Director of the Foundation approves the issuance of corporate credit cards.

1) The following usage guidelines and parameters must be agreed to by the user of any corporate card:

- The corporate credit card will be used only for University related business.
- The card may be used for meals only with a prospect or University-related meal/event. The card may not be used for personal dinner/meals/expenses or any other travel item that is reimbursable through New York State (which includes the meal and lodging per diems, tolls, gas, car rental, etc.)
- **Usage of the credit card for any personal business is strictly prohibited.** If this should occur, the user must reimburse the Foundation for the full amount of the expense(s) incurred. A check must be made payable to The University at Albany Foundation.

The following logistical procedures related to the billing must be followed:
The credit card billing statement will be received directly by the Foundation on a monthly basis, and will then be forwarded to the office of the credit card user to be reviewed and reconciled.

The review/reconcile should include verification of business expenses by matching charges to receipts.

The billing statement must be submitted back to the Foundation for payment, using a Request for Disbursement with the appropriate account number, and include the usual documentation for disbursements.

**Handling checks**
Checks should be hand carried to the Foundation office as soon as practical after receipt. University and Foundation staff should lock all checks away in a secure manner. Never leave a check in the open.