# **Financial Foundations Training Program Resources**

## Finance and Administration Training Transformation Initiative

- Website
- Email: FandATraining@uky.edu

## Regulations and policies

#### Governing Regulations

- GR XIV: Ethical Principles and Code of Conduct
- UK HealthCare Code of Ethics A01-005 (for information contact Office of Legal Counsel)

#### Administrative Regulations

- AR 7:2 Research conflict of Interest and Financial Disclosure Policy
- AR 7:9 Institutional Conflicts of Interest Involving Research

# Human Resources Policies and Procedures

### **Business Procedures Manual**

- B-3-2: Delegated Procurement Policy for Departments
- B-3-2-1: Procurement Card Authorization and Limits
- E-1-2: Requests for Exceptions to Business Procedures
- E-1-3: Fiscal Roles and Responsibilities
- E-1-4: Internal Controls
- E-2-1: Treasury Operations Manual
  - Cash Handling Quick Reference Guide
  - Cash Handling Form
- E-2-2: Investment Earnings Policy
- E-2-10: Collection of Amounts Owed to the University from Overpayment
- E-2-11: Cash Payments over \$10,000
- E-4: Journal Voucher
- E-7-10: Discretionary Expenditures
- E-7-16: Procurement Cards
- E-10-1: Fiscal Year-End Closing
- E-17-6: Reconciliation and Review of Financial Transactions

#### Kentucky Revised Statutes (KRS)

- Chapter 45 Budget and Financial Information
- Chapter 45A Kentucky Model Procurement Code
- Chapter 57 Public Printing and Distribution of Public Documents



# **Financial Foundations Training Program Resources**

- Chapter 164A.550-.630 Higher Education Finance Financial Management of Higher Education
- Chapter 514.070 (Kentucky Criminal Code) Theft and Related Offenses Theft by failure to make required disposition of property

#### Fraud, compliance and/or ethical issues or concerns

- Ethics and Compliance website
- Corporate Compliance (UK HealthCare)
- UK Anonymous Reporting Services
  - o UK Comply Line
  - o (877) 898-6072
- UK Internal Audit Contact Form

#### **Departments**

- Purchasing Division
  - Price Contracts
  - o Printing Service Links
  - Promotional Items Vendors
  - Purchasing/Accounts Payable Quick Reference Guide
  - States Tax Exempt
- Treasury Services
  - Merchant Card Services
  - Payment Card Industry Data Security Standards (PCI DSS)
- UK Internal Audit
- University Financial Services

#### **Contacts**

- Analytics (Tableau Server): <u>Analytics@uky.edu</u>
- Concur Travel and Expense Management: ConcurExpense@uky.edu
- KMSF Accounting: <u>accounting@kmsf.org</u>
- Procurement Card Services: procard@email.uky.edu
- Purchasing Division: UKPurchasing@uky.edu
- Treasury Services: <u>treasury.services@uky.edu</u>
- US Bank Cardholder Support: 1-800-344-5696

