



Policy Concept Form

As part of the University of Oregon Policy development process, all new Policy proposals, as well as proposals for the revision or repeal of existing Policies, must be submitted via this form to the University Secretary (the policy custodian). The Secretary will forward completed concept forms to the President’s Policy Advisory Council for consideration pursuant to the University’s Policy on University Policies. Please remember:

A Policy is “a high-level, broadly stated overall plan embracing general goals, principles and procedures of the university with intent to guide decisions, actions and other matters; characterized by defining ‘what’ needs to be done rather than ‘how’ to do it; a policy has the force of establishing rights, requirements and responsibilities.”

[Complete the following information as thoroughly as possible; response boxes will expand as filled.]

CONCEPT SUBMITTED BY:

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ORGANIZATION:	Office of the Secretary (on behalf of VPFA, Controller, Internal Audit)

POLICY CONCEPT SUBJECT MATTER (including existing policy number if appropriate):

Internal Controls – UO Policy IV.02.02

STATEMENT OF NEED FOR THIS POLICY CONCEPT (i.e. What is the problem this concept seeks to address, and how does this proposal do so?):

This revision seeks to: (1) make necessary grammatical and proofreading changes; (2) clarify that internal control is a shared responsibility and obligation, not just one that lies with the president; and (3) direct people to the right source for definitions of related or key terms and more relevant information

WHO OR WHT MIGHT BE AFFECTED BY THIS POLICY CONCEPT, AND HOW? List all individuals, groups, etc. that would be impacted by this concept and the nature of any possible impacts (both positive and negative).

All university employees, especially those who have responsibility for or work with budgets, finances, university resources, etc.

WHAT COSTS MIGHT BE ASSOCIATED WITH THIS CONCEPT, BOTH IMPLEMENTATION AND RECURRING?

None

WHAT OTHER RESOURCES (HUMAN, PHYSICAL, OPERATIONAL, FINANCIAL, TECHNOLOGICAL, ETC.), WILL BE NEEDED TO IMPLEMENT AND MAINTAIN COMPLIANCE WITH THIS POLICY?

None

DOES THE PROPOSED CONCEPT IMPACT EXISTING POLICIES, GUIDELINES OR PROCEDURES? DOES THE PROPOSED CONCEPT RELATE TO A MATTER WITHIN A UNION CONTRACT? IF SO, PLEASE LIST.

IV.02.02 – See above

ADDITIONAL INFORMATION YOU WISH TO SHARE?

These revisions were proposed and vetted by the offices of: Internal Audit, Human Resources, the VPFA, the Controller, and General Counsel.

PLEASE PROVIDE ANY SUGGESTED LANGUAGE AS AN ATTACHMENT TO THIS FORM.

FOR OFFICE USE ONLY

Date Received: