



**Department of Civil and Environmental
Engineering and Geodetic Science**

From the Desk of the Chair

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INTERNAL CONTROLS CERTIFICATION

October 4, 2004

The Department of Civil and Environmental Engineering and Geodetic Science (CEG) Chair and staff having fiscal responsibilities, as required, have attend training offered by The Ohio State University (OSU) Office of Academic Affairs, OSU Office of Information Technology (OIT) and have attended financial training offered by the OSU Controller's Office.

The CEG Chair and personnel and payroll staff fully adhere to the university's human resources policies established by the OSU Office of Human Resources.

The CEG Chair staff processes and monitors activities to ensure compliance with the guidelines on alcohol, meals, entertainment, cellular phones, employee recognition events, professional dues and subscriptions, and payment for services established in the University's Expenditure Policies.

The CEG Chair and staff monitors and processes activities to ensure compliance with University's Travel Policies.

The CEG faculty process all sponsored research proposals and agreements through the OSU Research Foundation whenever applicable.

The CEG maintains supporting documents for its financial transactions, in accordance with retention guidelines established by the University's Archival Procedures.

The department's accounting staff performs monthly reconciliations of transactions through general ledger reports (e.g. payroll, purchasing, travel, etc.) to internal source documents.

The department has an established process for reporting financial errors or problems to senior administrators within the OSU College of Engineering.

The CEG Chair and staff monitors and processes activities to ensure compliance with fund restrictions imposed by donors, granting agencies, and other resource providers.

The CEG Chair and staff monitors and processes activities to ensure compliance with the policies of the University Treasurer regarding cash handling, such as separation of duties, timely preparation of deposits, and management review of deposit corrections.

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Department of Civil and Environmental Engineering and Geodetic Science (CEG)
The Ohio State University (OSU)

October 4, 2004

The CEG Chair fully adheres to and requires staff with fiscal responsibilities to understand and completely observe the University's Financial Code of Ethics.

The undersign certifies the above internal controls policies of the OSU Department of Civil and Environmental Engineering and Geodetic Science under the auspicious of the CEG Pattern of Administration. The undersigned certification provides foundation to the validity and accuracy of the authorized report on the Department's Financial Condition.



Oliver G. McGee III, Ph.D., M.B.A.
Professor and Chair



Ana Manz, CEG Fiscal Officer



Lou Pierson, CEG Purchasing Agent