



	<b>Practices and the FCad Budget Holder Review &amp; Sign Off training be required annually for all FCad and budget holders</b>	<b>Partially Agree</b>	<b>Stephen Hui, FCad Program Manager</b>		
<b>2</b>	<b>FCad Department to discontinue the duplicative requirement to save supporting documentation for FCads in a Google folder in addition to uploading them in Work</b>	<b>Agree</b>	<b>Stephen Hui, FCad Program Manager</b>		
<b>3</b>	<b>FCad Department requires evidence of completed</b>				
		<b>Agree</b>	<b>Stephen Hui, FCad Program Manager</b>		
<b>5</b>	<b>FCad Program to continue to enforce appropriate disciplinary actions detailed in the FCad Infraction Table</b>	<b>Agree</b>	<b>Stephen Hui, FCad Program Manager</b>		
<b>6</b>	<b>FCad budget holders strengthen their review and approval processes to include a manual review of FCad receipts and/or other appropriate supporting documentation</b>	<b>Agree</b>	<b>Stephen Hui, FCad Program Manager</b>		

7	<p>FCad Infraction Table be updated to include a level IV infraction as the budget holder's failure to timely review and sign off the FCad holder's monthly transaction reconciliation, and identify, implement, and enforce appropriate discipline actions</p>	Agree	Stephen Hrai, FCad Program Manager		
8	<p>A We recommend the FCad Program obtain a signed proxy form from all FCad budget holders who utilize a proxy to reconcile monthly FCad transactions -OR B We recommend the FCad Program update current guidance to reflect their current practice of</p>	Agree	Stephen Hrai, FCad Program Manager		
9	<p>A We recommend the FCad Program Manager obtain a list of employee status changes at least every other week -OR B We recommend the FCad Program Manager work with the Human Resources Department to obtain reports that identify an employee's last day at least every other week. This will enable the FCad Program Manager to follow up with the FCad holder related to any outstanding transactions and deactivate the FCad timely.</p>	Agree	Stephen Hrai, FCad Program Manager		
10	<p>We recommend the FCad Program transition to a risk based FCad transaction review procedure that includes a thorough and complete review of all high risk transactions</p>	Partially Agree	Stephen Hrai, FCad Program Manager		
11	<p>We recommend the FCad Manager/Administrator review and update current MCC include and MCC exclude lists to ensure MCCs are not listed on both</p>	Agree	Stephen Hrai, FCad Program Manager		

**12**

**We recommend the FCad Program  
Manager/Administrator add the list of MCGs**