***FAST FACTS from Internal Control*** ***May 2011***

In an ongoing effort to increase awareness, safeguard assets, assure the accuracy of accounting data, promote operational efficiency, and encourage adherence to managerial policies and directives, SUNY Fredonia Internal Control will issue informational monthly *FAST FACTS* to all faculty and staff*.*

***REMINDER: DO’S and DON’Ts of Securing Your Workspace***

* **Do** make sure all desks, cabinets, closets and drawers containing items of value, confidential information, and personal belongings are locked before leaving your workspace.

Valuables include but are not limited to:

* Folders, files or paperwork containing **CONFIDENTIAL INFORMATION**
* Removable devices such as CD’s, DVD’s, and Flash drives
* Personal belongings such as purses, keys, cell phones, laptops
* Petty Cash
* **Do** mark or engrave all personal or institutional property and record serial numbers if possible.
* Contact Property Control for information about tagging SUNY Fredonia Property
* **Do** ask a co-worker to watch your desk if you go out for lunch, on a break, or leave your workspace for any other reason.
* **Do** lock your office door when you leave, even if for “just a minute.”
* **Do** post signs indicating “private” or “authorized use only” for private areas.
* **Do** make sure that access to office keys is restricted to only those who need it.
* **Don’t** leave valuables unsecured on counter tops or public areas – especially overnight!
* **Don’t** leave cash boxes unsecured or within reach of customers, and don’t leave cash registers or drawers unlocked.
* **Don’t** leave your work area **UNLESS** **YOUR COMPUTER IS LOCKED!**
* **Don’t** leave your passwords on or around your immediate workspace.

If you have any questions, comments or suggestions regarding Internal Control *FAST FACTS* or any other Internal Control related issues, please contact Amy Beers, Director of Internal Control, at 673-4925 or [Amy.Beers@fredonia.edu](mailto:Amy.Beers@fredonia.edu) . Internal Control Committee members include Amy Beers, Kevin Kearns, Karen Klose, Judy Langworthy, Rebecca Nalepa, Karen Porpiglia, Matthew Snyder, Denise Szalkowski, Daniel Tramuta and Karen West.

Reference: <http://www.uapd.arizona.edu/OFFICE%20SAFETY%20AND%20SECURITY.pdf>