***FAST FACTS from Internal Control*** ***August 2010***

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*.*



The Beginning of a new academic year is the perfect time to remind everyone of the importance of maintaining good internal controls.

*Here are some helpful reminders:*

1. **Lock your computer whenever you leave your workspace**

To **lock** most computers, simply hold down the **Windows key** in the bottom left corner of your keyboard (between Ctrl and Alt), then press the **“L” key**. To unlock the computer, press **Ctrl-Alt-Delete.**

1. **Protect your passwords**

Choose passwords wisely and use unique combinations. Do not leave passwords where others can easily access them. Do not share your passwords!

1. **Secure your workspace**

Don’t leave valuables, passwords, sensitive information, confidential information, money, removable devices or personal effects on counter tops, in public areas, or where others have access to them without your knowledge.

1. **Check out the SUNY Fredonia Internal Control website**

For pertinent information and links to other important websites, please log on to:

<http://www.fredonia.edu/admin/ic/>

1. **Know the campus policies**

Visit <http://www.fredonia.edu/policy> to access administrative policies or to link to other pertinent policies

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, Tracy Bennett, Jean Blackmore, Kevin Kearns, Karen Klose, Becky Nalepa, Karen Porpiglia, Matthew Snyder, Denise Szalkowski and Daniel Tramuta.