



Mississippi University

for Women

A Tradition of Excellence for Women and Men

Vice President for Finance and Administration
1100 College St. MUW-1606
Columbus, MS 39701-5800
(662) 329-7145
(662) 241-7824 Fax

www.muw.edu

Finding Corrective Action Plan Details

Other Findings

- Finding 1
- a. Contact Person(s) Responsible for Corrective Action:
Ms. Angie Atkins, Director of Resources Management
(662) 329-7126
Ms. Nora Miller, Vice President for Finance and Administration
(662) 329-7145
 - b. Corrective Action Planned:
The University will continue its efforts to strengthen internal controls over procurement to insure compliance with state purchasing laws and to provide adequate documentation of such compliance. Copies of all written quotes and specifications used for written quotes will be maintained in a central location by the office of Resources Management.

The University will continue its efforts to strengthen controls over grants and contracts. Procedures will be implemented to improve documentation of required review and approval of expenditures.
 - c. Anticipated Completion Date:
Corrective action will be taken effective July 1, 2007.
- Finding 2
- a. Contact Person(s) Responsible for Corrective Action:
Ms. Angie Atkins, Director of Resources Management
(662) 329-7126
Ms. Tonya Moak, Comptroller
(662) 329-7210
 - b. Corrective Action Planned:
The University will implement procedures to strengthen internal controls over purchasing and the retention of accounts payable. Training sessions and additional educational materials will be provided for all staff who have budgetary authority or who are involved in the procurement and disbursement processes.
 - c. Anticipated Completion Date:
Corrective action will be taken immediately. An educational session on purchasing laws and procedures was offered to all budget unit managers and their assistants on April 25, 2007. Future sessions on matters to include internal controls and purchasing laws will be offered on a quarterly basis.

Sincerely yours,

Nora R. Miller

Vice President for Finance and Administration



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Finding Corrective Action Plan Details

Findings and Questioned Costs for Federal Awards

- 2006-MUW-1
- a. Contact Person(s) Responsible for Corrective Action:
Mr. Daniel Miller, Director of Financial Aid.
(662) 329-7117

 - b. Corrective Action Planned:
The Registrar will report all "official withdrawals" to the Financial Aid Office within 5 days of the actual withdrawal date so that the calculation of any Title IV funds is made within the required 30 day period. "Unofficial withdrawals" will be determined after the end of each semester for students who receive all F grades. The date of determination is the date for final grades to be posted by the Registrar. (Faculty are required to report the Last Date of Attendance for all students who receive an F grade. The latest of these LDA dates will determine the date of withdrawal for these students who stopped attending but never officially withdrew.) The Financial Aid Office will perform the review of these unofficial withdrawals within 10 days of the end of the semester to perform the required refund calculations and return funds within the required 30 days from the date final grades are posted.

The Financial Aid Office will maintain a copy of the R2T4 refund calculation worksheet for each withdrawn student in a spiral notebook, arranged by date of withdrawal for each semester/year. This notebook will be the official withdrawal file to be submitted for audit review.

 - c. Anticipated Completion Date:
MUW began the new reporting process in January 2007. The Financial Aid Office has collected all R2T4 calculations previously prepared for Fall 2006 and assembled them in a spiral notebook. All unofficial withdrawals for Fall semester 2006 were reviewed and calculated in December as soon as grades were posted for all who received all F's. Spring semester withdrawals have been reviewed using this plan and all review and refund processes have been completed.

Sincerely yours,

Nora R. Miller
Vice President for Finance and Administration