




TO: Faculty and Staff

FROM: Dr. Tod Laursen 

DATE: May 24, 2022

SUBJECT: Internal Controls

At SUNY Polytechnic Institute, we have been entrusted with significant resources from public funds to carry out our mission. To fulfill that mission, we all share a responsibility to maintain proper and sufficient internal controls that ensure the effectiveness and efficiency of our operations, reliability of financial reporting, and compliance with relevant laws and regulations.

The New York State Governmental Accountability, Audit and Internal Control Act, Chapter 510 of the laws of 1999, requires that all state agencies institute an internal control program. In addition to this SUNY Poly is also required to provide annual certifications to SUNY System Administration and the Office of the State Controller. To fulfill these requirements SUNY Polytechnic Institute has developed an appropriate internal control program and policies. As President, I want to affirm my support for a strong control environment founded on ethical values, integrity, competence, and an operating philosophy that provides a framework of discipline and structure, critical for our organizational and institutional success. The success of an internal controls program relies on the employees taking responsibility for internal controls as it relates to the campus environment.

With the responsibility of internal controls resting with staff at every level, the success of the program must include, supervisors understanding their role to identify the unique risks within their operational units, all employees rigorously following appropriate policies and procedures, fulfilling our duties and responsibilities established in job descriptions while meeting performance standards, taking all reasonable steps to safeguard assets against waste, loss, and unauthorized use, and by attending training to increase understanding of internal controls and reporting internal controls breakdowns.

Should you have questions about SUNY Polytechnic Institute's internal control program please visit our internal control website, <https://sunypoly.edu/business-affairs/internal-control-program.html>, or contact SUNY Polytechnic Institute's Internal Control Officer, Susan Head, at (315) 792-7342.