



December 18, 2014

Carmen Maldonado  
Audit Director  
NYS Office of the State Comptroller  
Division of State Government Accountability  
123 William Street, 21<sup>st</sup> Floor  
New York, NY 10038-3804

Dear Ms. Maldonado:

We have reviewed the recommendations included in the Office of the State Comptroller's audit report entitled State University Construction Fund: Selected Aspects of Discretionary Spending (Issued 09/19/14). As required by Section 170 of the Executive Law, the Fund offers the following 90-day update on actions taken to implement the audit's recommendations:

**Audit Recommendation:**

*Examine written policies and procedures to determine if they adequately address the various forms of discretionary spending. The review should include (but not be limited to) definitions of such costs, necessary justifications, dollar thresholds, formal approvals, and required supporting documentation.*

**Corrective Action(s):**

The Fund has reviewed and updated its written policies and procedures, as appropriate, to provide direction to Fund staff on matters relating to discretionary spending.

**Specifically:**

- a. The Fund's travel policy and travel request form were revised to include the requirement that written justification for air travel be submitted with the request for approval. The travel policy also was clarified to require written justification for travel to Manhattan by methods other than by train be submitted by the traveler to their supervisor for review and approval.

**BUILDING SUNY**

- b. The Fund modified its procedures to require written approval of the Fund's participation in SUNY's Employee Recognition Program.
- c. The Fund modified its procedures to require General Manager, or designee, approval for staff attendance at SUNY's Physical Plant Administrators Association's conferences.

**Audit Recommendation:**

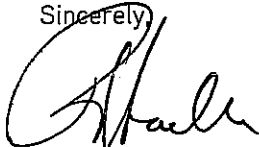
*Ensure that employees use the Fund's preferred method of travel and all exceptions are clearly documented and justified.*

**Corrective Action(s):**

The revised travel policy was disseminated to all Fund staff on December 17, 2014. Fund supervisors were advised directly of these changes and their role and responsibilities for approving travel requests was emphasized.

If you require additional information, please contact Tom Mannix, Deputy General Manager, at 518-320-1630.

Sincerely,



Robert M. Haelen  
General Manager

cc: Governor – Andrew M. Cuomo  
Comptroller – Thomas P. DiNapoli  
Senate Majority Coalition Leader – Dean G. Skelos  
Senate Majority Coalition Leader – Jeffrey D. Klein  
Assembly Speaker – Sheldon Silver  
Chair, Senate Finance Committee – John. A. DeFrancisco  
Chair, Assembly Ways and Means Committee – Herman D. Farrell  
Director, Division of Budget – Robert L. Megna  
Chairman, SUCF Board of Trustees – H. Carl McCall  
Trustee, SUCF Board of Trustees – Eugene K. Tyksinski  
Trustee, SUCF Board of Trustees – David E. Ourlicht