

UNIVERSITY OF NEVADA, LAS VEGAS
INTERCOLLEGIATE ATHLETICS
Internal Audit Report
July 1, 2023 through March 31, 2025

GENERAL OVERVIEW

The University of Nevada, Las Vegas (UNLV) Intercollegiate Athletics (ICA) Department provides administrative oversight of 16 intercollegiate sports that support more than 379 scholarship student-athletes. The teams compete in the NCAA Division I as a member of the Mountain West Conference. The Director of Athletics has overall responsibility for the department of approximately 200 employees. The department receives revenues through a variety of sources including ticket sales, state appropriations, conference and NCAA distributions, game guarantees, donations, marketing, promotion and royalties, and other sales and services. According to the UNLV Annual Athletics Report for fiscal year 2023-24, the department had an annual operating budget of \$67.7 million in state and self-supporting activity. We noted that during the audit period, there were several personnel changes within the Athletics Business Office, including up to three or four position vacancies at various times, as well as the recruitment of a new Senior Associate Athletics Director/Chief Financial Officer (CFO). In addition, the reporting structure of the Athletics CFO and Business Office has recently changed and now reports to the university's Interim Vice President for Business Affairs and Chief Financial Officer.

SCOPE OF AUDIT

The Internal Audit Department has completed a limited scope review of the ICA Department at University of Nevada, Las Vegas, for the period of July 1, 2023 through March 31, 2025.

Our review was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* issued by the Institute of Internal Auditors and included tests of the accounting records and other auditing procedures, as we considered necessary. The tests included but were not necessarily limited to these areas.

1. Testing expenditures posted to the Workday financial system for reasonableness, supporting documentation, approval, and compliance with purchasing and other related policies.
2. Reviewing controls over ICA purchasing card procedures including cardholder verification and approval process.
3. Reviewing contracts for compliance with established Nevada System of Higher Education (NSHE) contract policy.

In our opinion, we can be reasonably assured the ICA Department operated in a satisfactory manner during the audit period, with the exception of the areas mentioned below. However, implementation of the following recommendations would provide an opportunity to further improve operations.

Institution Response:

UNLV Intercollegiate Athletics (ICA) leadership, including the Athletics Director and the Senior Associate Athletics Director, holds primary responsibility for implementing all audit recommendations and ensuring ongoing compliance with university, NSHE, and NCAA policies. The ICA leadership team is accountable for establishing internal controls, monitoring adherence to institutional procedures, and maintaining accurate and timely financial operations across all athletic programs.

Effective September 1, 2025, the ICA Business Office reports directly to the UNLV Vice President of Business Affairs and Chief Financial Officer (CFO). Since this organizational change, ICA Business Office and Business Affairs leadership have implemented a bi-weekly coordination process to review operational, financial, and policy matters, ensuring continued alignment with university standards and best practices. These meetings provide a structured forum for addressing ongoing audit recommendations, assessing procedural effectiveness, and collaboratively strengthening controls and documentation.

UNLV Business Affairs, through its central administrative and functional units, including the Controller’s Office, Purchasing and P-Card Administration, Financial Planning, Budget and Analysis (FPBA), and other relevant departments, will serve as subject matter experts to support ICA in the implementation process. This includes assisting with policy interpretation, reviewing and updating procedures as necessary, processing exception or waiver requests, and providing targeted training or guidance to ensure consistent institutional application of NSHE and UNLV standards.

Additionally, Business Affairs and ICA will maintain ongoing communication and coordination to build on and sustain the existing internal controls and reinforce a culture of accountability and compliance across all Athletics business operations. This collaborative framework ensures that audit findings are fully addressed, corrective actions are sustainable, and that continuous improvement remains an institutional priority.

EXPENDITURES

The Internal Audit Department reviewed a sample of 50 expenditures that were charged to ICA accounts during the audit period. The expenditures were examined for proper supporting documentation and approvals, reasonableness, and compliance with established purchasing, travel and hosting policies. Of these, the following exceptions were noted.

Team Travel

We reviewed team travel related to post-season bowl games that occurred in 2023 and 2024. The following items were noted.

1. On two occasions, approval to exceed GSA rates was not obtained.

We recommend approval to exceed GSA rates be obtained in advance and documentation of the approval be maintained with the transaction(s) in Workday.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation that approval to exceed GSA rates be obtained in advance and that documentation of the approval be maintained with the transaction(s) in Workday.

Corrective Action: The ICA Business Office will remind all relevant staff of the GSA lodging rate requirements and the need to obtain advance authorization when the GSA rate is exceeded, including for team travel. Since July 2024, the

department's new travel agent, who is primarily responsible for assisting teams with team travel, has been correcting prior inconsistencies by ensuring that required approvals are obtained in advance when GSA rates are exceeded.

Future bowl game travel will also be evaluated prior to departure to ensure proper signatures are obtained when the GSA rate is exceeded. Additionally, all backup documentation will be added to Workday, including items related to P-Card transactions. Bowl game travel is a unique process driven largely by the bowl manual, which outlines hotel assignments, rates, and travel requirements, often with limited advance notice. To improve coordination and compliance, ICA will provide the bowl manual to Business Affairs as soon as it is received and ensure all documents are uploaded to Workday for recordkeeping.

Compliance and Performance: The ICA Business Office conducts periodic training sessions and works closely with all UNLV Athletics employees to ensure adherence to proper travel policies and procedures. ICA will coordinate closely with UNLV Business Affairs travel team and Athletics' contracted travel agencies to reinforce consistent application of policy and approvals.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has been completed. Staff have been reminded of GSA lodging rate requirements and importance of adhering to travel policies. For the 2025 Frisco Bowl, the ICA Business Office provided the bowl manual to relevant stakeholders as soon as it was available. Additionally, the ICA Business Office has held staff meetings to ensure awareness of and adherence to travel policy. We respectfully request that this finding be closed.

2. On two occasions, expenses incurred for lodging, banquet and other ancillary charges at the team hotel were not coded correctly such that these items were not charged to the appropriate spend categories in Workday. Additionally, we noted that banquet charges for food and beverages, including alcohol, were provided to members of the ICA travel party, including non-university staff/athletes, were not classified and charged as a hosting expense.

We recommend compliance with hosting policy and that greater care be taken to ensure accurate coding of expenses in Workday.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation to comply with the hosting policy and to exercise greater care in ensuring the accurate coding of expenses in Workday.

Corrective Action: ICA Business Office will require that all transactions be reviewed and properly assigned to the appropriate spend category in Workday, including hosting expenses, food and beverage, and other lodging expenses. All supporting documentation will be added to the Workday transactions, including hosting pre-approval documentation, lists of invited guests, and detailed receipts. Repeat errors will be escalated to the CFO and Director of Athletics for follow-up and corrective coaching.

Additionally, ICA affirms that student-athletes are not provided alcohol at any athletics events or functions. In cases where alcohol is available to staff, donors, or external guests, student-athletes are restricted from those event areas to ensure compliance with NCAA and institutional policies.

Compliance and Performance: The ICA Business Office will conduct quarterly reviews of hosting and related transactions to ensure accuracy, proper spend category posting, and that supporting documentation is included with each transaction. Additionally, hosting and related transactions will be reviewed by respective athletics sport administrators when associated with a specific sport/team. The ICA Business Office will review all other hosting and related transactions in advance of the final submission of receipts.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has been completed. The ICA Business Office and Business Affairs have compiled a hosting scenario document to ensure proper and consistent assignment for hosting vs. non-hosting transactions. Additionally, the ICA Business Office performed a quarterly review as part of its recent FY2026 quarter 3 close, in conjunction with reviews from applicable sport administrators, where appropriate. We respectfully request that this finding be closed.

3. On one occasion, for the 2023 bowl game, we noted that a detailed billing of the lodging, banquet and ancillary charges was not attached in Workday. Upon request, we were subsequently provided with the detailed bill and hotel folio by the ICA Department. It should be noted that the detailed documentation for the 2024 bowl game was properly attached in Workday. During our review, however, we noted multiple guest names had more than one room assignment. In addition, we could not easily determine whether some rooms may have been provided to non-university staff/athletes. We are aware, however, that certain tax implications or wage-related issues may arise when travel and related expenses are provided to various individuals, including non-university staff/athletes and therefore must be tracked appropriately and reported to the Controller's Office. Furthermore, risk and liability issues may also arise when non-university staff/athletes are traveling with the team.

Therefore, we recommend that the ICA Department use the master travel party list to notate the title and affiliation of each individual traveling with the team, including on charter flights and/or staying at the team hotel. This document should also be used to ensure that a release of liability waiver is signed for all non-university staff/athletes and maintained in the ICA Department, as well as a copy provided to UNLV Risk Management and Safety Department. We also recommend this list or similar document(s) be used for tracking lodging assignments, as well as for meals provided, including team meals, hosted meals (e.g. at the hotel or elsewhere), as well as individual meal per diem. Ideally, these documents should agree in terms of the total number of travelers and then be used for reconciliation purposes with the hotel folio, meal per diem debit cards, employee expense reports, etc. to ensure final charges and/or reimbursements

are appropriate and any risk, tax or wage-related issues related to travel has been properly tracked and reported to the Controller's Office and/or UNLV Risk Management and Safety Department.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation to utilize a master travel party list that identifies the title and affiliation of each individual traveling. This document will also be used to record lodging assignments and meals provided, including team meals, hosted meals (e.g., at hotels or offsite venues), and individual meal per diem allowances. Any risk, tax, or wage-related issues stemming from travel will be tracked and properly reported to the appropriate UNLV department. The master travel party list is being developed and will serve as a standard practice for all future team and group travel, promoting consistency and compliance with institutional and NCAA requirements.

Corrective Action: To strengthen documentation, accountability, and tax compliance related to Athletics travel, the ICA Business Office will require that all team travel, including bowl games, include a detailed documentation of room and flight assignments, meal per diem, and any other related expenses (swag giveaways, promotional items, etc.), along with the business reason/requirement.

This will be in addition to the detailed information already required for hotel and FAA purposes, which must be reviewed and tracked, including last-minute changes. The ICA Business Office will work closely with the Controller's office to assess the tax implications. Recognizing that last minute changes to the travel roster may occur, ICA will establish a protocol for real-time documentation updates to ensure compliance while maintaining operational flexibility.

Additionally, ICA will be responsible for collecting all release of liability waivers for all non-university staff/athletes and providing them to Risk Management prior to any travel occurring. ICA will explore the feasibility of obtaining these waivers via a season-start master list to streamline the process.

All relevant financial and risk management documentation will be used for final reconciliation purposes, including the hotel folio, employee expense reports, and any other related expenses and reimbursements to address tax and wage-related issues appropriately. All documentation will be uploaded to Workday prior to final expense approval. ICA will submit the necessary forms to payroll to ensure that the proper taxable income requirements are met for federal compliance.

Compliance and Performance: The ICA Business Office will verify with Risk Management and the Controller's staff to ensure proper documentation is received prior to travel. The ICA Business Office will verify that all proper documentation is received and attached in Workday transaction processing. Additionally, all final

documentation will be provided and reconciled for final travel parties, expense reconciliations, and reimbursements. At the advice of the Controller and UNLV CFO, the Senior Associate Athletic Director/CFO will finalize all proper tax documentation for payroll to ensure proper federal tax compliance is met.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has been completed. In preparation for the 2025 Frisco Bowl, the ICA Business Office collaborated with Business Affairs in advance of team travel, providing updated documentation of room nights, flight assignments and other relevant information, including liability waivers. Where applicable, consideration of tax implications were discuss with the Controller's Office. The related process is repeatable and will be implemented for future team travel. We respectfully request that this finding be closed.

4. On four occasions, for the 2023 and 2024 bowl games, we noted purchasing card transactions for team hotel expenses did not contain a secondary approval from a higher authority in Workday. This included one transaction that required a significant increase to the ICA purchasing card limit used to pay for the total hotel charges. We noted that although the proper approval was obtained from the Director of Purchasing and the Controller for the purchasing card limit increase, the transaction itself was verified and approved on the purchasing card statement by only the ICA Chief Financial Officer (CFO). However, secondary approval was not obtained from a higher authority, such as the Athletic Director or the Director of Purchasing for such a large transaction. On another occasion, we noted a credit refund subsequently issued by the hotel was reviewed and approved by only the Assistant Athletic Director of Business Operations, who is also a card holder and the employee responsible for the department purchasing card, and no higher or supervisory approval was obtained for the transaction.

We recommend secondary approval for purchasing card transactions be obtained when appropriate.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation that secondary approval for P-Card transactions be obtained when appropriate, and that oversight procedures for P-Card limit increases and high-risk transactions be standardized across UNLV Athletics.

Corrective Action: The Senior Associate Athletic Director/CFO will work collaboratively with the Director of Purchasing prior to requesting an increase in P-Card limits. If it is determined that P-Cards are the appropriate payment methodology, ICA will obtain approval from the UNLV CFO and Athletic Director for such limits, prior to increasing them. Approval will be attached in Workday during the P-Card reconciliation process. Additionally, approval will be obtained by either the Director of Purchasing or the Controller and attached to the reconciliation.

Compliance and Performance: The ICA Business Office will attach all proper documentation to obtain secondary approvals when reconciling the P-Card and higher P-Card limit approvals. The ICA Business Office will conduct monthly reviews of P-Card reconciliations to verify that secondary approvals are attached and properly authorized.

Any exceptions or repeat compliance issues will be escalated to the Vice President for Business Affairs/CFO for corrective action and potential retraining.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action will continue to be in place as described above. For the 2025 Frisco Bowl, the ICA Business Office noted the hotel property's preference was ACH payment, so this specific recommendation scenario was not applicable. The ICA Business Office will continue to be vigilant in future situations requiring similar approvals to ensure proper and timely authorization is obtained, escalated when necessary, and appropriately attached in the system of record. We respectfully request that this finding be closed.

5. On one occasion, for the 2024 bowl game, we noted several purchasing card transactions that were processed for payment of the team hotel charges. However, according to the UNLV Business Center South Purchasing Card User Manual, split transactions are prohibited. Additionally, we noted that the split transactions were unnecessary and inefficient, as compared to the single purchasing card transaction for the prior year's hotel charges as mentioned above.

We recommend that employees be reminded of the purchasing card policy and restrictions, including split transactions.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation that employees be reminded of the purchasing card policy and its restrictions, specifically the splitting of transactions. When necessary, limit increases for P-Card use stemming from lodging expenses will be sought prior to payment to ensure an appropriate trail of documentation and approval.

Corrective Action: Bowl organizations determine hotel arrangements, rates, and payment terms, which sometimes require large, single payments. To ensure compliance, the ICA Business Office will coordinate in advance with the Controller's Office and P-Card Administration to review lodging requirements and, when necessary, request appropriate card limit increases prior to payment.

Staff will be reminded that transactions cannot be split to bypass card limits, and documentation of all approvals and bowl payment obligations will be maintained for audit purposes.

Compliance and Performance: Before each bowl trip, ICA will review the bowl manual and related payment obligations with the Controller's Office and P-Card Administration to address potential questions and confirm that proper card limits are established. Supporting documentation will be attached to each transaction to ensure full transparency and compliance with the policies.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has been completed. Staff have been reminded at staff meetings of the P-Card policy, explicitly as it related to prohibition of split transactions. As noted, for the 2025 Frisco Bowl, the hotel property's preference was ACH payment, but this item remains on the agenda for regular staff meetings to continue to remind employees of UNLV policies. We respectfully request that this finding be closed.

6. On two occasions, employee expense reports for team travel were not processed and approved in a timely manner. This included one cash advance provided to an employee for team travel, as well as the repayment of the unused portion of the advance that exceeded \$10,000. We noted that although the repayment of the cash advance was made by the employee as required, the cash deposit of the funds was not reconciled by the Athletics Business Office until four months after travel occurred, and the expense report was approved two months later by the supervisor and ICA CFO. We were subsequently informed that cash advances for athletic team travel have been discontinued and now prepaid debit cards are used for meal per diem, as well as purchasing cards for incidental expenses.

We recommend that deposits be reconciled in a timely manner and employees be reminded of the university policy for timely submission and approval of travel spend authorizations and expense reports.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation that deposits be reconciled in a timely manner and that employees be reminded of policy related to the timely submission and approval of travel spend authorizations and expense reports.

Corrective Action: As of December 2023, the cash advance process for athletic team travel has been discontinued. ICA Business Office now issues prepaid debit cards for per diem, and purchasing cards are used for incidental expenses. Prepaid cards offer stronger internal controls than traditional cash advances by allowing funds to

be issued in specific amounts, tied to individuals or events, and tracked in real time. This reduces risks of loss or misuse, eliminates manual cash reconciliation, and provides electronic transaction records that enhance transparency, compliance, and spending oversight.

The ICA Business Office works closely with staff to ensure that travel spend authorizations and expense reports are submitted properly and in a timely manner. The timely submission of travel spend authorizations and expense reports is discussed during all monthly staff meetings, head coaches' meetings, and all staff meetings. The ICA Business Office will continue to actively monitor spend authorizations and expense reports to identify and address any outstanding action items.

Compliance and Performance: ICA will work with its employees and the Controller's Office to reconcile deposit items and permissible expenses in accordance with policy.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

As noted in the original corrective action, this process has been discontinued for athletics team travel. The ICA Business Office continues to monitor transactions for timely submission of spend authorizations and expense reports, and this continues to be discussed during monthly staff meetings, head coach meetings, and all-staff meetings for ICA. We respectfully request that this finding be closed.

Hosting

1. On two occasions, we noted itemized receipts, and other supporting documentation was not attached in Workday. This included two transactions of more than \$62,000 each for the 2023 and 2024 bowl games, that included gifts provided to members of the travel party including student athletes, coaching and administrative staff, university faculty and other guests (family, donors, etc.). We noted, however, that the transactions were coded to general operations rather than to the hosting ledger, as required. Lastly, we noted one of these transactions required a budget override by the Controller's Office due to lack of

revenue funding to support the expense in the football bowl game program worktag. We noted, however, the budget override was approved by the President, although the expense was subsequently posted to another ICA account (a.k.a. worktag) in Workday.

We recommend compliance with NSHE and university hosting policy, including proper coding of hosting expenses and submission of itemized receipts and supporting documentation to satisfy NSHE policy and IRS documentation requirements.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation to adhere to NSHE and university hosting policies, including the proper coding of hosting expenses and the submission of itemized receipts and supporting documentation to satisfy NSHE policy and IRS documentation requirements. ICA is working closely with Business Affairs to discuss and document common scenarios within the department to ensure consistency in approach.

Corrective Action: Hosting detail codes will be utilized to properly code expenses to the hosting ledger. The ICA Business Office is working with Business Affairs to establish a clear and consistent process for determining hosting versus non hosting expenditures. Additionally, the ICA Business Office will coordinate with Business Affairs and the Controller's Office to identify and report any applicable taxable income in accordance with IRS regulations

Compliance and Performance: All hosting transactions will be reviewed with more scrutiny to ensure alignment with NSHE and UNLV hosting policies. Athletics staff responsible for processing and approving expenses will receive updated training and reference materials to reinforce correct hosting classifications in Workday.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has been completed. The ICA Business Office and Business Affairs have compiled and maintain a live hosting scenario document to ensure proper and consistent assignment for hosting vs. non-hosting transactions, ensuring that, when applicable, hosting detail codes are properly coding expenses to the hosting ledger. For the 2025 Frisco Bowl, the ICA Business Office noted bowl gifts to staff and student athletes purchased by UNLV were properly assessed by the

Controller's Office for tax considerations. We respectfully request that this finding be closed.

2. On two occasions, we noted that bowl game expenditures were coded to general operations rather than the hosting ledger, as required.

We recommend hosting expenditures be properly identified and coded correctly in Workday.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation that hosting expenditures be properly identified and coded correctly in Workday. ICA is working closely with the Controller's Office to discuss and document common scenarios within the department to ensure consistency in approach.

Corrective Action: The ICA Business Office is reviewing expense classification practices to confirm that all hosting-related expenditures, including certain prizes and gifts to student-athletes and employees, are properly coded to the hosting ledger. ICA is working with the Controller's Office to clarify guidance on hosting expense definitions and establish consistent standards across all Athletics programs.

Compliance and Performance: All hosting transactions will be reviewed with more scrutiny to ensure alignment with NSHE and UNLV hosting policies. Athletics staff responsible for processing and approving expenses will receive updated training and reference materials to reinforce correct hosting classifications in Workday.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has been completed. The ICA Business Office and the Controller's Office continue to work collaboratively ensuring situation guidance is provided. For the 2025 Frisco Bowl, the ICA Business Office noted bowl gifts to staff and student athletes purchased by UNLV were properly assessed by the Controller's Office for tax considerations. We respectfully request that this finding be closed.

3. On one occasion, the amount reimbursed to an employee for a hosting expense did not agree with the receipt and memo provided in Workday. On another occasion, an itemized receipt was not provided for a hosting expense.

We recommend itemized receipts for hosting expenditures be included in the supporting documentation in Workday, as well as any calculation for reimbursement, if applicable.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation and acknowledges the importance of maintaining accurate and complete supporting documentation for hosting transactions to ensure transparency and compliance with institutional and NSHE policies.

Corrective Action: The ICA Business Office has reviewed its internal procedures and implemented additional safeguards to strengthen documentation accuracy. Going forward, each transaction will be required to include itemized receipts and reimbursement calculations with all hosting transactions in Workday.

Compliance and Performance: The ICA Business Office will conduct quarterly sample reviews of hosting transactions to confirm that documentation is complete and consistent with institutional standards. Any discrepancies identified will be corrected through follow-up with the originating department and communicated during refresher training.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has been completed. The ICA Business Office has reviewed its internal procedures and has reiterated to all staff the necessary hosting forms and information required for compliance. The ICA Business Office sampled hosting transactions for review beginning in FY 2026 3rd quarter close. We respectfully request that this finding be closed.

4. On three occasions, hosting transactions were charged to a purchasing card but were not approved in a timely manner.

We recommend purchasing card statement verification be performed within seven days of the end of the billing cycle, as required.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation that purchasing card statement verification be performed within seven days of the end of the billing cycle, as required by policy.

Corrective Action: The ICA Business Office has strengthened internal processes to improve oversight and ensure that P-Card verifications are completed within required timeframes. These improvements include establishing a defined review schedule, implementing automated Workday reports to track outstanding transactions, and reinforcing accountability among cardholders and approvers.

Timely approvals will also be supported through the use of internal dashboards and the addition of business office staff to maintain consistent monitoring and compliance.

Compliance and Performance: The ICA Business Office will conduct bi-weekly monitoring of P-Card reports and regularly remind cardholders and budget managers about compliance expectations. Personalized dashboards for cardholders and summary reports for supervisors will be used to improve visibility and ensure the timely resolution of outstanding transactions. Repeat behaviors and errors will be escalated to the Senior Associate AD, CFO, and Director of Athletics for follow-up and corrective coaching. Any egregious outstanding P-Card violations will result in the suspension of the P-Card and a written reprimand letter from the Director of Athletics, which will be placed in the employee's file.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The ICA Business Office has strengthened its internal processes and continues to train personnel to increase the timeliness of reviews and approvals of P-Card transactions, including verifications. While the ICA Business Office has experienced further turnover since the date of the original response, it remains committed to conducting at least bi-weekly monitoring of P-Card reports. We respectfully request that this finding be closed.

5. On nine occasions, a hosting form was not completed and approved.

We recommend greater care be taken to ensure a host form is completed and approved for hosting transactions. If a host form is not initially included in the supporting documentation, we recommend the responsible party be requested to provide one when the transaction is reviewed and processed. Also, due to the large volume of hosting transactions within the ICA Department, consideration may be given to developing a comprehensive hosting form, with the approval of the Controller's Office, for a series of similar or recurring events that could be more efficiently recorded and submitted for review, proper hosting approval and processing.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation and recognizes the importance of consistent documentation for hosting expenditures to ensure compliance with NSHE and UNLV policies. Additionally, we agree that if a host form is not initially included with supporting documentation, the responsible party will be requested to provide the form during the transaction review and processing. For high-volume transactions, ICA will work collaboratively with the Controller's Office to find an efficient yet effective way to ensure proper documentation is included.

Corrective Action: The ICA Business Office is reviewing existing practices with Business Affairs and will update internal procedures to ensure hosting forms are completed, approved, and retained for all applicable transactions. The review process includes:

- **Clarify documentation requirements with the Controller's Office to ensure shared understanding of when host forms are required in addition to Workday approvals.**
- **Conduct periodic internal reviews to verify compliance and identify any outstanding forms.**
- **Collaborate with the Controller's Office to evaluate the development of a comprehensive hosting form for recurring or event-based expenditures to streamline compliance and review.**

Compliance and Performance: The ICA Business Office will continue to meet regularly with the Controller's Office to ensure alignment on hosting policy requirements and will provide refresher training to relevant staff to reinforce consistent documentation and approval standards.

Responsibility: Primary oversight will rest with the ICA Business Office in

coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has occurred. The ICA Business Office has reviewed its internal procedures and has reiterated to all staff the necessary hosting forms and information required for compliance. The ICA Business Office continues to meet with the Controller's Office to ensure alignment on hosting policy requirements. We respectfully request that this finding be closed.

Team Travel Policy

1. We noted the ICA Travel Guidelines were last revised in 2021 and that some policies and/or procedures have changed. We also noted that the Group/Team Travel Guidelines located on the Controller's Office webpage do not address team travel requirements that do not go through the traditional spend authorization and expense report process in Workday, as is often the case for ICA team travel that occurs for post-season events, conferences and tournaments. We also noted that the guidelines do not address supporting documentation requirements for team travel that may involve expenditures processed on a purchasing card or through the university's Purchasing Department. We recommend that ICA Business Office work in conjunction with the Controller's Office to review and update the policies accordingly to be aligned with current practice, per diem rates and other procedures or requirements.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation that the ICA Business Office collaborate with the Controller's Office to review and update policies accordingly, aligning them with current practice, per diem rates, and other relevant procedures or requirements. An internal review of travel policies has begun, and appropriate stakeholders, including ICA, will have the opportunity to contribute to this process.

Corrective Action: The ICA Business Office is currently engaged in a

comprehensive review of its travel procedures in coordination with the Controller's Office and Athletics Compliance. This review will address any gaps in ICA policies and procedures and training materials, as well as inform of additional training that may be needed for department staff.

Compliance and Performance: Once finalized, the ICA Travel Guidelines will be reviewed annually by the ICA Business Office in collaboration with the UNLV Controller's Office to ensure continued alignment with institutional and NSHE policy updates. Any changes to per diem rates, procurement methods, or approval requirements will be incorporated as part of this standing review process.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has been completed. The ICA Business Office has reviewed its standard operating procedures, and while formal policy & procedures updates continue, an operating procedures "quick reference" guide was formally updated and shared during an all-staff meeting on February 27, 2026. Additionally, the ICA Business Office provided similar documentation consistent with policy updates to the NCAA as part of the Athletics Business Officer Guideline for Mountain West reporting (deliverable sent to NCAA on April 6, 2026). Continued, regular updates (at least annually) will occur in the future. We respectfully request that this finding be closed.

Other

1. On two occasions, we noted a purchasing order and requisition was submitted after-the-fact. That is after goods or services were ordered and/or received.

We recommend compliance with established NSHE and UNLV purchasing policy.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation and acknowledges the importance of maintaining compliance with NSHE and UNLV purchasing requirements. The ICA Business Office continues to work closely with the UNLV Purchasing Department to ensure that all purchases are properly authorized before goods or services are ordered or received.

Corrective Action: ICA acknowledges the need to reinforce consistent documentation and workflow timing to eliminate any potential for

misunderstanding or appearance of non-compliance. The ICA Business Office plans to implement the following corrective measures:

- Improve coordination between Athletics Equipment, coaching staff, and the Business Office to ensure timely initiation and approval of purchase requests.
- Plan in advance for high-volume or time-sensitive purchases (e.g., bowl gifts, postseason events) to ensure documentation is complete before commitments are made.
- Reinforce that no purchases or commitments may occur until a purchase order has been formally approved.

Compliance and Performance: For future events, such as bowl game gift purchases, ICA will ensure that all documentation, including competitive exceptions and purchase requisitions, is prepared and approved in advance of any commitment or receipt of goods.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has been completed. The ICA Business Office has implemented measures to improve coordination between athletics equipment, as well as coaching staff, to ensure timely initiation and approval of purchase requests. This includes evidence of planning in advance for high-volume or time-sensitive purchases to ensure documentation is complete before commitments are made. The ICA Business Office also continues to reinforce that no purchases or commitments may occur until a purchase order has been formally approved. We respectfully request that this finding be closed.

2. On one occasion, we noted untimely processing and approval of a supplier invoice.

We recommend that supplier invoices be processed and approved in a timely manner.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation and recognizes the importance of timely invoice processing and approval in accordance with institutional procedures.

Corrective Action: The ICA Business Office will continue to monitor and communicate with staff regarding open invoices to ensure timely processing. Regular meetings are held to review open items and assess their budgetary impact internally.

Timely approvals will also be supported through the use of internal dashboards and the addition of business office staff to maintain consistent monitoring and compliance.

Compliance and Performance: The ICA Business Office will continue to monitor invoice processing times on a consistent basis and conduct spot checks to ensure compliance. Additional training and reminders will be provided during each sport's annual business operations meeting to reinforce expectations for invoice submission.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has been completed. The ICA Business Office has communicated these efforts in departmental meetings, head coach meetings, sport administrator meetings, and all-staff meetings. For the 2025 Frisco Bowl, a post-bowl meeting was held and focused on budgetary number with an eye toward continuous improvement for future bowls. We respectfully request that this finding be closed.

3. On one occasion, a meal for employee recruitment was coded to the incorrect spend category in Workday.

We recommend greater care when processing and coding transactions in Workday.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation and acknowledges the importance of ensuring accurate expense coding within Workday.

Corrective Action: The ICA Business Office has developed standardized coding tools and reference guides to promote consistency in expense classification and alignment with institutional and NSHE policies. This was implemented at the start of fiscal year 2024.

Reviewing managers are responsible for verifying expense categories prior to approval and returning transactions for correction when errors are identified. Additionally, the ICA Business Office will conduct periodic post-review audits of transactions and, as necessary, make corrections through the accounting adjustment process to ensure accurate financial reporting.

Compliance and Performance: The ICA Business Office will provide additional

education and training on expense coding, ensuring staff understand how to properly utilize available tools to maintain compliance and accuracy in financial reporting.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has been completed. As noted in the original response, a standardized coding tool exists and has been in place since the start of FY24. For the occasion in question, the coding standards were followed, so this is an example where, in addition to post-review audits of transactions, ICA has implemented a periodic review of the coding tool itself to ensure ideal categories are mapped appropriately and remain accurate (for example, the coding tool was updated with a new postseason account for better tracking prospectively). We respectfully request that this finding be closed.

PURCHASING CARDS

We also reviewed the controls over ICA purchasing card verification and approval. The following exceptions were noted.

Manual Processing

1. During our review we noted a journal voucher for over \$600,000 that involved the manual processing of purchasing card transactions incurred by ICA personnel between 2023-2024. We noted the transactions were several months old and therefore did not contain supporting documentation (receipts) or go through the required reconciliation and approval process in Workday. According to the UNLV Business Center South Purchasing Card User Manual, card holders are required to perform online verification of transactions no later than seven business days following the end of each billing cycle. Similarly, managers/approving officials are required to ensure that monthly verifications are performed to ensure timely review and approval of purchasing card transactions in

Workday. Therefore, we inquired with ICA and Purchasing Card Program personnel regarding this issue to determine what monitoring and internal control activities have been implemented to ensure this situation does not recur. We were informed by the UNLV Purchasing Department, which oversees the Purchasing Card Program, that there is a Workday report, as well as notifications from the card vendor that are used to monitor the purchasing card verification and approval process. In addition, we were informed that the Athletics Business Office has created some internal dashboards and training material to assist in this process. Lastly, prior to the end of audit fieldwork, we reviewed the Workday report of outstanding credit card transactions by employee and noted that while the number of unverified/approved transactions had gone down significantly during the audit period, there were still 250 transactions in process that were between 30-90 days old.

We recommend that the Athletic Business Office continue to monitor purchasing card verification on a regular basis, such as bi-weekly or more frequently, and use other tools such as vendor email notifications, etc. to remind ICA personnel to complete the verification and approval process in a timely manner. The reminders should also note that repeated violations will result in the suspension of card privileges until the necessary corrections are made. We also recommend that periodic refresher purchasing card training be provided to card holders, managers and approvers.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the finding and acknowledges the need for continued improvement in the timely verification, documentation, and approval of P-Card transactions in accordance with institutional policy. UNLV recognizes that the manual processing of aged transactions created gaps in the documentation and reconciliation workflow, and corrective measures have been implemented to prevent recurrence.

Corrective Action: Fiscal Year 2023 verification and reconciliation responsibilities were not completed prior to the employees' separation from the university, resulting in the need for manual processing in Fiscal Year 2024. Going forward, ICA will coordinate with the Business Affairs teams to ensure that all transactions related to employee separations are promptly identified, verified, and reconciled.

ICA has reinforced accountability by issuing targeted reminders to cardholders and approvers stating that repeated non-compliance will result in suspension of card privileges until the necessary corrections are made. UNLV has already taken corrective action by suspending multiple P-Cards during Fiscal Year 2026 due to repeated non-compliance.

ICA will also provide additional mandatory training for all P-Card users, including cardholders, managers, and approvers.

P-Card oversight is transitioning from decentralized review to a centralized Workday model under the P-Card Administration team. This new structure will ensure that all P-Card expenses receive consistent, independent review and that overdue transactions are promptly addressed. Implementation of the centralized model is expected by July 2026.

Compliance and Performance:

- Mandatory P-Card refresher training will be required and hosted by ICA each semester for all ICA cardholders, managers, and approvers.
- ICA, Human Resources, and Business Affairs will strengthen exit procedures to ensure P-Card accountability and timely verification before separation.
- Ongoing monitoring will be conducted by the ICA Business Office to ensure continued compliance and performance tracking.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

As noted in the original response, the ICA Business Office is issuing targeted reminders to cardholders and approvers. The ICA Business Office is scheduling mandatory refresher training with the P-Card office each semester. Internal training is occurring for managers within ICA, from coaches to sport administrators and staff. Exit procedures are continually being evaluated to ensure outstanding transactions are addressed prior to staff departure. Additionally, on May 6, 2026, the number of unverified/unapproved transactions has decreased since the conclusion of the original audit, with approximately \$311,000 worth of transactions in progress, and fewer than 200 transactions (approximately \$130,000) of those older than the 30 day threshold, a decrease of over 25% since the original

audit date. The ICA Business Office and Controller's Office continue to make collaborative efforts on this recommendation and response.

Untimely verification and approval

2. On four occasions, we noted untimely verification and/or approval of purchasing card transactions, some of which were processed more than three months after the transaction date.

We recommend purchasing card statement verification be performed within seven days of the end of the billing cycle, as required.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation that purchasing card statement verification be performed within seven days of the end of the billing cycle, as required. More timely verifications will be facilitated via refresher training, use of internal dashboards, and an increase in related business office personnel.

Corrective Action: UNLV Purchasing provides monthly reports to all units on campus, including UNLV Athletics, identifying all P-Card violations and outstanding transactions. Cardholders and approving officials with pending verifications are notified directly by the Purchasing and P-Card Administration teams. In accordance with existing policy, cardholders with recurring violations or untimely verifications are subject to immediate suspension and will not regain P-Card privileges until all outstanding issues are resolved, required retraining is completed, and the Director of Purchasing confirms that compliance has been reestablished.

The ICA Business Office has also taken additional proactive steps to reinforce compliance and accountability by creating a custom dashboard detailing outstanding P-Card activities. ICA is also working directly with budget managers to ensure consistent follow-up on overdue transactions and to escalate recurring issues to the Director of Athletics for corrective action.

Compliance and Performance: The ICA Business Office has implemented several measures to strengthen oversight and accountability for P-Card activity. Custom dashboards have been distributed to all cardholders, providing real-time visibility into their transactions. Budget managers are reviewing outstanding transaction reports to ensure timely follow-up. These steps have shown significant improvement over the past few months, assisting in the timeliness and accuracy of approvals. Additional responsibilities have been assigned to full-time employees to monitor P-

Card statuses and assist in reconciliation with budget managers.

Going forward, the ICA Business Office will conduct additional P-Card refresher training each semester. P-Cards will and have been suspended for recurring violations and/or untimeliness, and will remain unauthorized until the Director of Purchasing confirms satisfactory compliance is achieved.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The ICA Business Office is issuing targeted reminders to cardholders and approvers. The ICA Business Office is scheduling mandatory refresher training with the P-Card office each semester. The outstanding credit card transactions report is run regularly by the ICA Business Office for review, although staffing turnover has slowed progress. Additionally, on May 6, 2026, the number of unverified/unapproved transactions has decreased since the conclusion of the original audit, with approximately \$311,000 worth of transactions in progress, and fewer than 200 transactions (approximately \$130,000) of those older than the 30 day threshold, a decrease of over 25% since the original audit date. The ICA Business Office and Controller's Office continue to make collaborative efforts on this recommendation and response.

OTHER

The findings below are the responsibility of other university departments and/or the NSHE Legal Counsel's Office.

Employment Agreements

During our review of expenditures, we noted that the employment agreement for the UNLV Athletic Director contains language that is out of date with current practice concerning the provision of automobile insurance, located under Section 5.4. We noted that university automobile insurance is no longer provided and instead the Athletic Director is reimbursed for personal automobile insurance. In addition, we noted that this language is also out of date in the NSHE Procedures and Guidelines Manual, Chapter 5, Section 14 in the sample template provided for employment agreements of Athletic Directors and Head Coaches.

We recommend that the UNLV Legal Counsel's Office work with the Human Resources Department to update the Athletic Director's contract regarding automobile insurance. We also recommend that UNLV Legal Counsel's Office work with Human Resources and the ICA Department to determine whether any coaching employment contracts may contain similar language regarding automobile insurance that should be updated. Lastly, we recommend that NSHE Legal Counsel's Office review the sample employment agreements located in the NSHE Procedures and Guidelines Manual and update them accordingly.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the related recommendations to review and update athletics director and coaching employment contracts with language related to automobile insurance, where appropriate. UNLV will also review the NSHE Procedures and Guidelines Manual for any relevant updates, particularly those related to sample employment agreements, to ensure proper alignment with the language.

Corrective Action: UNLV Office of General Counsel is reviewing the matter and will work with the appropriate parties to ensure the current contract language matches current reimbursement practices and amend contracts as appropriate. This internal review will coincide with the recommended changes and updates to sample employment agreements located within the NSHE Procedures and Guidelines Manual.

Compliance and Performance: The UNLV Office of General Counsel will work closely with ICA, Human Resources, and Business Affairs to ensure that contract language aligns with business practices, wherever practicable. While the discussions will commence immediately, we expect this review and coordination will be completed by the end of this fiscal year, but will defer to NSHE General Counsel if further review is warranted.

Responsibility: UNLV Office of General Counsel

NSHE Legal Response

The Nevada System of Higher Education Office of Legal Affairs (NSHE Legal) concurs with the related recommendation to review and update the template athletics director and head coach employment agreements located in the NSHE Procedures and Guidelines Manual, Chapter 5, Section 14 (B) and (D), with language to reflect current practices related to reimbursement and/or allowances for automobile insurance.

- **NSHE Legal is reviewing the matter and consulting with NSHE's Chief Risk and Insurance Officer and related appropriate stakeholders to ensure the template director of athletics and head coach employment agreements are updated to reflect**

current reimbursement and/or allowance practices as they relate to personal automobile insurance, where appropriate.

- In carrying out this review, NSHE Legal will also work closely with NSHE Human Resources department as well as the appropriate institutional Offices of General Counsel and Human Resources departments to ensure the overall language contained in the template employment agreements conforms to current business practices. While the discussions will commence immediately, we expect this coordination will be completed by the end of this fiscal year. In addition, NSHE Legal will work with NSHE Finance/Risk and Insurance to implement periodic reviews of the language contained in the template employment agreements. Periodic reviews will serve to ensure that the template employment agreements conform to business practices over time to avoid repeat or similar findings. The periodic reviews and outcomes, *e.g.*, template changes or updates, will be documented for future audit, management, and performance review.
- NSHE Legal and Human Resources are jointly responsible/accountable for this matter.

UNLV Follow-up Response:

UNLV Office of General Counsel continues to work with NSHE Legal and appropriate stakeholders as noted in the original response. The goal remains completion by the end of this fiscal year, as noted in the NSHE Legal response.

NSHE Legal Response:

- NSHE Legal has consulted with NSHE's Chief Risk and Insurance Officer, NSHE's Human Resources department and related stakeholders to ensure the template for director of athletics and head coach employment agreements are updated to reflect current reimbursement and/or allowance practices as they relate to personal automobile insurance.
- NSHE Legal and NSHE Human Resources anticipate that the updated template language for reimbursement and/or allowance practices as they relate to personal automobile insurance for director of athletics and head coach employment agreements will be presented to the Board for approval at the June Quarterly Meeting.
- NSHE Legal continues to work closely with NSHE Human Resources and the appropriate institutional Offices of General Counsel to ensure the overall language contained in the template employment agreements conforms to current business practices. Should the institutions identify any additional language in the template employment agreements that they want updated to ensure that the templates conform to current business practices, those changes will be presented to the Board for approval at a later date.
- Periodic reviews of the template employment agreements for athletic directors and head coaches by NSHE Legal and NSHE Finance/Risk and Insurance shall be scheduled annually during the first quarter of each fiscal year.
- NSHE Legal and Human Resources are jointly responsible/accountable for this

matter.

Budgeting – Revenue and Expenditures

According to the Board of Regents Handbook, Title 4, Chapter 9, Section C. Financial Policies: Operating Budgets, the Chancellor delegates to the President of each System institution responsibility and authority for ensuring that units function with the proper internal control procedures such that all budgets remain balanced and within authorized limits. During our review, we noted that the bowl game program budget for 2023 was budgeted at \$550,000 with a \$400,000 deficit. In addition, we noted that there was no approved budget for the 2024 bowl game in Workday. In both cases, it is not clear that there was a committed source of funds with a specific revenue source and amount for the program. We were informed that a revenue budget was never finalized by the Intercollegiate Athletics Department and provided to the university's central budget office.

We recommend UNLV Administration and the Business Affairs Department work with the ICA Department to design and implement stronger internal controls over the budget process to mitigate identified risks and ensure consistent accountability. Consideration should be made related to ensuring all program budgets are fully funded, approved and entered into Workday, including identified revenue sources and amounts, along with projected expenditure activity.

Institution Response

The University of Nevada, Las Vegas (UNLV) concurs with the recommendation and acknowledges the importance of maintaining balanced budgets, approved funding sources, and consistent communication between Athletics and Business Affairs. Enhancing the processes surrounding these areas will create a stronger internal control environment.

Corrective Action: The ICA Business Office, in collaboration with the university's Financial Planning, Budget and Analysis Office, has implemented an enhanced process to ensure all special event and postseason program budgets, including bowl games, are fully documented, balanced, and approved prior to execution. Bowl and postseason budgets have been included in future budgets. ICA has developed internal tracking and review

checkpoints to ensure that all, including postseason budgets, remain within authorized limits and that any funding gaps are identified and addressed in advance of incurring expenditures.

Compliance and Performance: The ICA Business Office will continue to collaborate closely with the UNLV Financial Planning, Budget, and Analysis Office to monitor and update budgets as new information becomes available.

Responsibility: Primary oversight will rest with the ICA Business Office in coordination with ICA leadership. Business Affairs will support via policy interpretation, procedural updates, exception requests, and targeted training to ensure consistency with NSHE and UNLV policies.

Follow-up Response:

The corrective action described above has been completed. The ICA Business Office, in collaboration with UNLV's Financial Planning, Budget and Analysis Office, enhanced processes for the bowl game budget. Examples of enhancements that contributed to better documentation, balance and approvals included: 1) Increased communication during the budget build for the 2025 Frisco Bowl, including projection discussions prior to knowledge of which bowl game UNLV would be attending. 2) Discussion of projections and potential backfilling of any budgetary shortfalls based on bowl revenues. 3) Discussion of opportunities for expense reduction (while balancing the bowl experience for the student athletes). We respectfully request that this finding be closed.

The Internal Audit Department appreciates the cooperation and assistance received from Intercollegiate Athletics Department staff and UNLV personnel during this review.

Reno, Nevada
October 30, 2025

/---SIGNATURE ON FILE---
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Senior Internal Auditor

/---SIGNATURE ON FILE---
Lauren Tripp
Chief Internal Auditor