

CONTROL SELF-ASSESSMENT

PETTY CASH

1. Has the Office of Business and Financial Affairs authorized the unit's petty cash funds?

Yes No Not Applicable

2. Are petty cash funds used only for appropriate purposes that are supported by receipts signed by the person making the expenditure?

Yes No Not Applicable

3. Is the fund periodically counted by someone: a) other than the custodian, and b) who is not under the control of the custodian?

Yes No Not Applicable