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

Return to the
Control Self-Assessment Tool Survey Table of Contents