

# Petty Cash Questionnaire

## Internal Control Questionnaire

Question	Yes	No	N/A	<u>Remarks</u>
<i>Universities should have a cash management program to safeguard cash and ensure accurate reporting. An essential element of control over cash is segregating among employees the duties of handling cash, reconciling, and maintaining accounting records.</i>				
1. Are policies and procedures relevant to petty cash current and in writing?				
2. Are these policies and procedures clearly stated and systematically communicated?				
3. Do these policies and procedures support internal control?				
4. Have the department's petty cash funds been authorized by Student Business Services?				
5. Are petty cash funds used only for appropriate purposes that are supported by receipts signed by the person making the expenditure?				
6. Is the fund periodically counted by someone other than the custodian and who is not under the control of the custodian?				