

# PASADENA INDEPENDENT SCHOOL DISTRICT INTERNAL AUDIT

## Checkbook Controls Self Assessment

School/Department \_\_\_\_\_ Date \_\_\_\_\_

The purpose of this self-assessment is to provide you with a tool to evaluate your existing processes and controls and to identify any risk of loss through error, noncompliance, or theft. Please use this tool to self-evaluate your campus/department for compliance with District policies and guidelines and to make improvements where necessary. If you need assistance, please contact Internal Audit at 713-740-0245.

Test Assessment		Yes or No	Self-Identified Recommendations for Improvement for assessment where "No" was answered
A	Is the signature card on file with the Business Office up to date with current authorized signers?		
B	Are petty cash checks that are issued signed by an authorized signer?		
C	Is the payee information entered on petty cash checks prior to being removed from checkbook?		
D	Are checks sufficiently documented and for appropriate District purposes?		
E	Do all checks that are written meet "immediate nature" and "spot purchase" criteria and only to allowable vendors?		
F	Are reimbursements always processed before any negative daily balances occur?		
G	Are checks written and used in sequential order?		
H	Are checks reimbursed using the vendor number instead of "Miscellaneous One Time Vendor"?		
I	Are blank checks secured and accessible only by authorized individuals?		