



TRIPLE THREAT

COUGAR MOUNTAIN CAYÁN Avalara

Webinar

INTERNAL CONTROL SELF ASSESSMENT PURCHASING FRAUD

The following checklist identifies actions and evaluations that will enable your organization to reduce the risk of purchasing fraud. Any "no" response may be a red flag and should be closely evaluated.

✓	Yes	No	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1. Are user rights limited to only what is needed to perform job duties?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2. Does someone independent of the disbursement process evaluate & approve new vendors and changes to vendor information before entering them in the accounting system?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3. Is the person who processes accounts payable restricted from adding vendors and changing vendor information? If not, are cancelled checks reviewed by someone independent of the accounts payable/disbursement process?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4. Are vendor names spelled out completely? (Acronyms should not be used.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5. Are voided checks retained? Is the signature line mutilated?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6. Does someone other than the person who processes accounts payable verify that checks listed as void in the accounting system have not cleared the bank?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7. Does someone independent of the accounts payable/disbursement process periodically compare the payee and amount on cancelled checks to payee and amount in the accounting system?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8. Does someone independent of the accounts payable/disbursement process periodically review cancelled checks for proper endorsement and signature?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9. Do authorized check signers refuse to sign checks unless valid documentation is provided? (Valid documentation consists of approved purchase order, packing slip signed by person receiving goods, and vendor invoice. Are checks mailed immediately after signing?)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10. Are the supply of checks and signature plates stored in a secure location with access restricted to authorized personnel only?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11. Are checks mailed immediately after signing
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12. Does an owner or board member receive a copy of the bank statement and review it for proper ACH transactions, wire transfers, check signature, tax payments and unusual transactions?(Valid documentation consists of approved purchase order, packing slip signed by person receiving goods, and vendor invoice.)Are the supply of checks and signature plates stored in a secure location with access restricted to authorized personnel only?