Unit Account: _____ **# of checks written:** _____ **Minimum Sample:** _____ **Maximum 30**

Internal Financial Review Sample Checklist Part II

Must be completed with Quarterly Internal Financial Review

Check #	Supporting Invoice(s)?		Necessary Approval?		Over $500?		Two signatures on check?		Finance Committee Approval?	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

Did credit card statements reviewed contain itemized receipts for each transaction? _____

Prepared By: _____ **Quarter:** _____ **Date:** _____

Revised 12/8/09

Wing Account: _____ **# of checks written:** _____ **Minimum Sample:** _____ **Maximum 30**

Internal Financial Review Sample Checklist Part II

Must be completed with Quarterly Internal Financial Review

Check #	Supporting Invoice(s)?		Necessary Approval?		Over $1500?		Finance Committee Approval?		Over $500?		Two Signatures?	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

Did credit card statements reviewed contain itemized receipts for each transaction? _____

Prepared By: _____ **Quarter:** _____ **Date:** _____

Revised 12/8/09