

### Critical Control Points Checklist

Place a check mark in the first column or NA if not applicable.

✓	
	<b>Petty Cash</b>
	Has the fund been properly authorized and approved?
	Is the fund reconciled according to Petty Cash policy?
	Is the fund replenished according to University policy (contact Linda Rothfus X3288)?
	Is the fund properly safeguarded?
	Are quarterly surprise cash counts performed on an unannounced basis by someone other than the fund custodian?