

**Critical Control Points Checklist**

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

✓	
	<b>Cash (includes checks) receipts</b>
	Collections should be recorded and restrictively endorsed (i.e, stamped) immediately upon receipt. Obtain stamp from Student Business Services Office.
	Examine checks prior to deposit to ensure endorsement does not create a legal responsibility for UMBC (i.e., read any small print on the check).
	There should be an adequate separation of duties between receipt, deposit and verification functions (i.e., separation requires three people).
	Deposits must be made timely (i.e., within one business day for receipts totaling \$25 or more).
	There should be a timely (monthly), documented (initialed and dated), independent (didn't touch the cash) verification of each deposit to ensure all receipts were deposited intact (i.e., trace the amount on the "regular deposit entry" cashier's receipt to the department's original cash receipt record).
	There should be a monthly, documented (initialed and dated) review of PS financial reports to ensure each deposit (i.e., "regular deposit entry" cashiers receipt amount) was properly credited to the department's chart string.