**Critical Control Points Checklist for Working Fund**

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

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|  | Working Fund requests and supporting documentation are properly reviewed and approved by the department fund custodian and department head prior to submitting. |
|  | The department fund custodian verifies that funds exist prior to approving a working fund request. |
|  | Working fund checks are used for their intended purpose or returned to the working fund if not needed. |
|  | Cash from the working fund is secured within the department until disbursed. Do not open an external bank account without prior approval of Financial Services. |
|  | Working funds are reconciled timely and in accordance with policy. |