

Transaction Documentation

Library _____

Date Prepared _____

Prepared By _____

Fiscal Year 2009

1. Expenditures

- a. Who is the authorized signatory for checks?
 - i. Name
 - ii. Position
 - iii. Signature
- b. Who approves invoices?
 - i. Name
 - ii. Position
 - iii. Signature and initials
- c. Where is the approval located?(i.e. on invoice, separate report, etc)
- d. Who receives materials?
 - i. Name
 - ii. Position
 - iii. Signature and initials
- e. How is receipt documented? (i.e. stamp, tickmark, etc)
- f. Who receives items other than materials?
 - i. Name

- ii. Position
 - iii. Signature and initials
- g. How is receipt documented? (i.e. stamp, tickmark, etc)
- h. Where is account number distribution recorded for invoices?
- i. Who approves Electronic Funds Transfers (EFT)?
 - i. Name
 - ii. Position
 - iii. Signature and initials
- j. Where is approval of EFT recorded?

2. Payroll

- a. Who is authorized to approve employee pay rates?
 - i. Name
 - ii. Position
 - iii. Signature and initials
- b. How is approval documented?
- c. Who approves time sheets?
 - i. Name
 - ii. Position
 - iii. Signature and initials
- d. How is approval documented?

3. Journal entries

- a. Who approves journal entries?
 - i. Name
 - ii. Position
 - iii. Signature and initials
- b. Where is approval documented?

4. Bank reconciliations

- a. Who approves bank reconciliations?
 - i. Name
 - ii. Position
 - iii. Signature and initials
- b. Where is approval documented?