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
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Did credit card statements reviewed contain itemized receipts for each transaction? ☐ Yes ☐ No

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

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
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
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	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Did credit card statements reviewed contain itemized receipts for each transaction? ☐ Yes ☐ No

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