

# UCSD - Audit & Management Advisory Services

Department \_\_\_\_\_ - Internal Control Questionnaire

Subject: Petty Cash and Scrip

<b>Person Completing ICQ:</b>	
<b>Date:</b>	
<b>OBJECTIVES</b>	
<p>The auditor will use the ICQ answers to assist in accomplishing the following objectives:</p> <ul style="list-style-type: none"> <li>To determine that departmental cash policies and procedures have been followed and that internal controls over petty cash and scrip are adequate. (PPM 300-10, PPM 300-11, the Accounting Manual C-173-61, and BUS-49)</li> </ul>	

<b>ICO QUESTIONS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>Petty Cash</b>					
1	Is an authorization to have the petty cash fund on file with General Accounting?				
2	Does the authorization with General Accounting list the current custodian? Who is the current custodian?				
3	Is the petty cash fund separate from all other funds?				
4	Has a Certificate of Possession of Campus Petty Cash Funds and a Cash Count Worksheet (PPM 300-11) been completed for the most recent prior fiscal year? (These records should be on file in General Accounting.)				
5	Is the petty cash fund used only when other existing procedures (Marketplace, Express Card, etc.) will not satisfy the payment?				
6	Are petty cash purchase restrictions observed (e.g. entertainment items, refreshments, postage etc.)				
7	Why is a petty cash fund required?				
8	Is petty cash fund counted periodically by someone other than the custodian?				
9	Are all expenditures supported by a receipt?				
10	Do the receipts contain the following:				
	A Date				
	B Name of vendor				
	C Positive evidence of payment				

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<b>ICO QUESTIONS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
	D Amount paid				
	E Description of the goods				
	F Signature indicating receipt of material?				
11	How often is the fund replenished?				
12	Are Request for Petty Cash Reimbursement forms:				
	A Being completed with all the information provided?				
	B Attached to applicable receipts that have been appropriately marked to prevent duplicate payment?				
	C Attached to a completed Petty Cash Reimbursement Schedule?				
13	Is an approved copy of the Reimbursement Schedule being retained as evidence of a reimbursement request in transit?				
14	Are petty cash funds and supporting receipts properly secured by the custodian?				
<b>Scrip</b>					
15	Does the Department use scrip to compensate clinical trial participants?				
16	Who is the Department Scrip Coordinator?				
	A Has the Coordinator received cash handling training (BUS-49)?				
17	Describe how scrip is stored/secured?				
18	How many studies use scrip?				
	A How is separation of scrip between studies assured?				
19	Is scrip payment outlined on the study:				
	A IRB approved research plan?				
	B IRB approved consent form?				
20	Do any Department employees cash scrip on behalf of the participants?				
21	Does the participant:				

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<b>ICO QUESTIONS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
	A	Sign a Scrip Issue Log upon receipt of scrip (for non-confidential studies) AND/OR,			
	B	Sign a receipt that is retained in a secure location in the department (for confidential studies)?			
22	How do you ensure the correct amount of scrip is issued to the participant?				
23	Are participants on multiple studies?				
23	Are total participant scrip compensation tracked for a calendar (tax) year?				
	A	Is Disbursements informed when annual compensation for a participant exceeds \$600 (IRS tax implications)?			
24	Is the clinical trial scrip supply verified on a regular basis?				
	A	Who performs the verification?			
	B	How often is scrip verified?			
	B	Is a Certification of Scrip Payments completed and submitted to Disbursements on a quarterly basis?			
25	Is scrip returned if:				
	A	Defaced/damaged?			
	B	Stale dated (>1 year from order date)			
	C	Expired (returned to department and not cashed 60 days from issue date)			
	D	Unused at end of trial			
26	Are all scrip voided prior to return?				
27	Was any missing scrip identified for the department in the last 12 months?				
	A	Was Disbursements Scrip Coordinator immediately notified?			