

SEPARATION OF DUTIES WORKSHEET

Enter the titles of the accounting staff at the top and place a checkmark below on the functions they are responsible for.
Check to see if there are other audit or bookkeeping duties not named.

STAFF TITLE					
Approves Purchase Orders					
Verifies Receipts of Orders					
Prepares Requests of Orders					
Authorizes Disbursements					
Prepares Checks					
Signs Checks-Manual					
Signs Checks-Machine					
Custodian of Blank Checks					
Compare Checks with Vouchers					
Distribute Checks					
Post Disbursements					
Cost Allocation					
Receives Cash					
Post Receipts					
Deposits Receipts					
Custodian of Petty Cash					
Petty Cash Replenishment					
Audits Petty Cash					
Reconciliations budget to actual					
Maintains General Ledger					
Prepares Financial Reports					
Approves Financial Reports					
Audit Resolution					