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

Internal Financial Review Sample Checklist Part II

Must be completed with Quarterly Internal Financial Review

Check #	Over $500?		Two Signatures?		Over $1500?		Finance Committee Approval?		Supporting Invoice(s)?		Necessary Approval?	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

Credit Card Purchases – Date of Invoice	Each Purchase Documented with Itemized Receipts? Yes	No

Revised 9/12/08