

DISBURSEMENTS 10% OVER \$500/ 1% UNDER \$500 SAMPLE REVIEW (up to 25 samples total)  
Complete a separate sheet for each type of sample reviewed.

[illegible]



Additional Questions for any Checks on the list generated in the previous step that lack a voucher and/or original documentation.

Check # \_\_\_\_\_ Has it cleared the bank \_\_\_\_\_

If NO is the Voided check available for inspection? \_\_\_\_\_

If YES Is check out of sequence for checks written around the same time? \_\_\_\_\_

Has and authorized signer signed the check? \_\_\_\_\_

Is the payee an individual or an unrecognized vender? \_\_\_\_\_

How has the check been endorsed on the back? \_\_\_\_\_

Check # \_\_\_\_\_ Has it cleared the bank \_\_\_\_\_

If NO is the Voided check available for inspection? \_\_\_\_\_

If YES Is check out of sequence for checks written around the same time? \_\_\_\_\_

Has and authorized signer signed the check? \_\_\_\_\_

Is the payee an individual or an unrecognized vender? \_\_\_\_\_

How has the check been endorsed on the back? \_\_\_\_\_

Check # \_\_\_\_\_ Has it cleared the bank \_\_\_\_\_

If NO is the Voided check available for inspection? \_\_\_\_\_

If YES Is check out of sequence for checks written around the same time? \_\_\_\_\_

Has and authorized signer signed the check? \_\_\_\_\_

Is the payee an individual or an unrecognized vender? \_\_\_\_\_

How has the check been endorsed on the back? \_\_\_\_\_

Check # \_\_\_\_\_ Has it cleared the bank \_\_\_\_\_

If NO is the Voided check available for inspection? \_\_\_\_\_

If YES Is check out of sequence for checks written around the same time? \_\_\_\_\_

Has and authorized signer signed the check? \_\_\_\_\_

Is the payee an individual or an unrecognized vender? \_\_\_\_\_

How has the check been endorsed on the back? \_\_\_\_\_

Comments \_\_\_\_\_

---