PY2018-19 INTERNAL CONTROL MATRIX														
LWDA:														
Employee Name & Title →→→														*** Not Applicable ***
Approves Pmt of Invoices/Purchase Orders														
Approves Credit Card Purchases														
Verifies Receipt of Orders														
Prepares Request for Funds														
Authorizes Disbursements														
Prepares Checks														
Signs Checks Manually														
Signs Checks by Machine														
Custody of Check Signing Devices														
Custody of Blank Checks														
Compares Checks w/Vouchers														
Distributes Checks														
Posts Disbursements														
Computes Cost Allocations														
Receives Cash														
Posts Receipts														
Deposits Receipts														
Custody of Petty Cash														
Petty Cash Replenishment														
Audits Petty Cash														
Performs Bank Reconciliations														
Approves Bank Reconciliations														
Authorized Credit Card User(s)														
Reviews Credit Card Invoices														
Approves Payment of Credit Card Invoices														
Maintains General Ledger														
Prepares Financial Reports														
Approves Financial Reports														