

OOPS FORM

This form is to help serve as a reminder of the important financial procedures of Madison City Schools. Please retain this form on file with the specified incident that occurred for the auditors review.

For more information regarding Madison City Financial Procedures, please visit our website: www.madisoncity.k12.al.us

Business/Finance Section

Financial Procedures Manual

RECEIPTING (SECTION III IN THE FINANCIAL PROCEDURES MANUAL)

Please check:

- Not turning in money to the bookkeeper in a timely manner
- Cash and/or checks do not match the receipt sheet
- Ending change cash does not reconcile to the reconciliation sheet
- Other: _____

Please explain situation for the item(s) checked:

PURCHASING (SECTION IV AND V IN THE FINANCIAL PROCEDURES MANUAL)

Please check:

- Items purchased without or before a purchase order was issued
- Unallowable purchase made
- Proper documentation not received in order to pay vendor (If this occurs, payment will NOT be made until documentation is received)
- Other: _____

Please explain situation for the item(s) checked:

Employee/Sponsor Bookkeeper Principal

Date: _____