

Process	Sub-Process	What (Objective)	Why (Risk or Exposure)	RETURN TO MENU	How (Applicable Controls)	Control Number
B Procurement	B4 Payment Verification	If an invoice is submitted, it is verified for accuracy and completeness.	Invoices may be paid incorrectly.		Invoices are financially verified in accordance with County policy on invoice verification. Invoice information (e.g., item / service, quantity, cost, terms, etc.) are compared to the purchase instrument (purchase order, contract, etc.). The approver signs and dates (or otherwise) approved the invoice for payment.	B4-1.1.1
					Freight bills are financially verified in accordance with County policy on freight bill verification.	B4-1.1.2
		Travel expense reports are in compliance with County policy including proper documentation, approval and accounting.	Individuals may be reimbursed for illegitimate expenses and/or expenses may not be reflected properly in the Financial Statements.		Expense reports are prepared in compliance with County's travel and entertainment policies, and are submitted and approved timely.	B4-3.1.1
		Adequate segregation of duties exists among the authorization, custody of assets, recording of transactions and reconciliation.	Lack of segregation of duties may result in misappropriation of assets, inaccurate financial reporting, errors or irregularities and/or improper and undetected use of funds or modification of data.		Adequate segregation of duties is maintained as documented in the <u>SOD matrix section</u> .	B4-4.1.1