Online Cashier Training Quiz As of 8/1/2013

1. Every time funds are transferred from one person to another, the person receiving the funds should sign a document accepting the custody of the funds.
   a. True
   b. False

2. When should you endorse all checks?
   a. At the Bursar's Office.
   b. Immediately upon receipt.
   c. Before transferring it to the person who takes it to the Bursar.
   d. None of the above.

3. Follow the robber's directions and don't volunteer any more than he asks for.
   a. True
   b. False

4. When you are receiving a check from someone, it is acceptable to tell the person to make the check payable to the name of your department/center.
   a. True
   b. False

5. When must the petty cash fund be reconcilable?
   a. At the end of the month.
   b. At all times.
   c. At the end of the year.
   d. At the end of the week.

6. If a robber passes a written note, read it and then throw it away or give it back to him.
   a. True
   b. False

7. When should the petty cash fund be reimbursed?
   a. When the money is used up.
   b. Monthly
   c. Quarterly
   d. On December 31, XXXX

8. When is it always required to have a police escort when making a deposit?
   a. Less than $500.00 cash.
   b. Greater than $1,000.00 cash.
   c. Between $500.00-$1000.00 cash.
   d. $5,000 in cash.

9. Activate an alarm (electronic or verbal) as soon as it is safe to do so.
   a. True
   b. False

10. A custodian is the person who actually works with the petty cash fund on day to day basis.
    a. True
11. If you buy an item with Petty Cash Funds, it is acceptable to pay State sales tax and the University will reimburse the State sales tax.
   a. True
   b. False

12. The two most dangerous times are during opening and closing.
   a. True
   b. False

13. For maintaining proper control, which of the following is true?
   a. Cash handling and record-keeping functions should be separated.
   b. Someone other than the person opening the mail and depositing the funds should reconcile the deposit.
   c. A supervisor should investigate anything questionable.
   d. All of the above.

14. Shortages/overages of _______ or more in cash receipts or petty cash funds must be reported to the Office of Internal Audits immediately upon determination. Losses involving theft should also be reported to the University Police and Associate Vice President and Controller.
   a. $15.00
   b. $20.00
   c. $25.00
   d. None of the above.

15. After the robbery, immediately lock all doors and call the university police at 911. Stay on the line until told to hang up the phone.
   a. True
   b. False

16. For over-the-counter sales, the department must issue:
   a. Pre-numbered receipts.
   b. Invoices.
   c. Fund transfer forms.

17. Before a department/center initially collects funds, the department must obtain authorization for the collection of funds.
   a. True
   b. False

18. Protect the crime scene and do not touch anything. Witnesses should be separated and should not discuss anything. Witnesses should write down physical description of robber immediately.
   a. True
   b. False

19. Don’t be obvious, but study robber’s face, clothing, jewelry, age, height, hair, scars or marks.
   a. True
   b. False
20. It is not acceptable to keep cash in an envelope at your unlocked desk drawer.
   a. True
   b. False

21. When should funds be deposited on a daily basis?
   a. If the amount is over $100.00.
   b. If the amount is over $200.00.
   c. If the amount is over $300.00.
   d. If the amount is over $500.00.

22. Call Police whenever something appears suspicious or a special risk is present.
   a. True
   b. False

23. Any changes to the responsible person, custodian, and/or location of the petty cash fund should be reported to the Office of Accounting and the Office of Internal Audits.
   a. True
   b. False

24. A transfer in responsibility from the petty cash custodian to a temporary petty cash custodian should be documented.
   a. True
   b. False

25. All employees need to be familiar with existing alarm systems regarding how and when to use them.
   a. True
   b. False