

Scrip Audit Procedures

1. Verify the procedures used to record a scrip sale:
 - a. Sales Order receipt:
 - i. There should be a written receipt with the date, customer name, quantity, denomination, vendor, and # of each card ordered and the total. This could be an email printed out, a hand-written receipt or a receipt from an on-line scrip order placed by the customer.
 - ii. It would also be helpful if the receipt either indicates the method of payment and check # (if applicable)
 - b. Verification of entry into the scrip software to record the sale in the system.
 - i. Was the order entered in a timely manner?
 - ii. Was the order entered accurately?
2. Verify one day's (or week's) scrip deposit with the order receipts and entry.
3. Verify a scrip order from purchase order through pick-up/delivery of the cards.
 - a. Is there a purchase order printed from the system for the purchase?
 - b. Is it attached to the check stub as support (local vendors) or filed if it was an online/ACH order? Is the packing slip filed with the support?
4. Were the cards counted and verified with the order when picked up?
5. Were the cards counted and verified with the order when received and added to the current inventory?
6. Verify the accounting entry for:
 - a. The purchase of the cards
 - b. The sale of the cards
 - c. The cost of goods sold entry at the end of the month.
7. If possible, verify the end of month inventory count with the on-line inventory records.
 - a. Were there at least two people counting?
 - i. Two people counting independently of each other with separate inventory sheets to record the counts.
 - ii. A comparison of the two counts and recounts if needed.
 - b. Were there any discrepancies?
 - c. If so, was an effort made to verify the data entry to see if the error could be found?
 - d. Were adjustments entered into the system by someone who is not entering orders or purchases? (separation of duties)