

Cash Handling Quiz

1. Department receiving checks do not have to stamp the checks for deposit upon receipt. *True False*
2. Safe combinations should be changed when personnel changes occur. *True False*
3. Change may be given to the customer if a check was written over the service or fee amount. *True False*
4. Departments that have received only \$25 in funds for the week do not have to deposit the funds. *True False*
5. If an interruption occurs during the counting/change making process, the process must be started again from the beginning. *True False*
6. Overages do not have to be deposited; they can be used for change funds. *True False*
7. During a surprise cash count for a change fund, it is the cashiers responsibility to never leave his/her cash drawer unattended. *True False*

8. If an employee leaves his/her workstation for any reason, regardless of how brief, all cash must be appropriately secured in a locked place. *True False*

9. Internal controls prevent mistakes and detect mistakes as they occur. *True False*

10. In some situations receipts do not have to be given to customers. *True False*

11. If you know that the correct change is being given to the customer you do not have to count it out loud to them. *True False*

12. Only personnel that have signed the cash handling form and taken the cash handling quiz will be authorized to accept cash payments. *True False*