

Non-signer Review of Bank Statement

Bank statement date: _____

Date statement reviewed: _____

I verify that I have reviewed this bank statement for the following and have noted any concerns below:

- Checks appearing in non-sequential order
- Checks made out to "cash"
- Checks made payable to non-approved vendors, businesses, or individuals
- Checks written for non-approved expenses
- Missing check numbers
- ATM/Debit/Electronic transfers
- Checks made out to an individual for an even dollar/cent amount (\$20.00)
- Transactions on statement verified against financial report(s)

Items of concern:

Printed name of reviewer: _____

Signature: _____