

**HARRIS COUNTY DEPARTMENT OF EDUCATION
BUSINESS SERVICES**

Fraud Prevention Model and Awareness
List of Handouts

Checklist of Handouts Received:

- Tab 1. Introduction
- Tab 2. HCDE Internal Control Structure:
A Primer for Safeguarding Assets and Preventing Fraud
- Tab 3. Risk Assessment Checklist – Review of Key Risk Areas in HCDE
- Tab 4. Board Policy: CAA LOCAL - FISCAL MANAGEMENT GOALS AND OBJECTIVES
- Tab 5. Board Policy: CH LOCAL - PURCHASING AND ACQUISITION
- Tab 6. Board Policy: CH LEGAL - PURCHASING AND ACQUISITION
- Tab 7. Accounting Procedure: Contract Monitoring and Compliance Procedure
- Tab 8. Accounting Procedure: Grant Monitoring and Compliance Procedure
- Tab 9. Accounting Procedure: Authorization for Electronic Purchasing Procedure
- Tab 10. Purchasing Procedure: Processing Temporary Personnel Services
- Tab 11. Accounting Procedure: In-County Mileage Reimbursements
- Tab 12. Flow Chart: Procedures for Initiating a Purchasing Commitment
- Tab 13. Quick Reference Guide to HCDE Purchasing Policies
- Tab 14. HCDE Signature Authority Forms – Finance – Required Annually
- Tab 15. HCDE Signature Authority Forms – Payroll – Required Annually
- Tab 16. Conflict of Interest Disclosure – Budget Managers – Required Annually

I certify that I have received a complete set of the handouts:

Budget Manager Signature & Date

Compliance Officer Signature & Date