



TREAT IT LIKE YOUR MONEY CHECKLIST

- Would I be comfortable if this were my own money?
- Am I following Creative Support's policies and procedures?
- Is this transaction recorded properly with receipts and documentation?
- Have I double-checked the amount before handing over or accepting money?
- Am I ensuring the PIN remains confidential and not writing it down or sharing it?
- Is the money/card stored securely and safely?
- Does this purchase align with the client's needs and wishes?
- Would I be able to confidently explain this transaction to an auditor or the client's family?
- Am I being careful?

If you hesitate to answer "yes" to any of these questions, stop and reassess. Carelessness costs: treat it like your own money.