



CIS - Excess Crime Coverage Application

Member Name: _____

Requested Date of Coverage: _____

LIMIT REQUEST OPTIONS*

\$50,000 \$100,000 \$150,000 \$200,000 \$250,000 \$300,000 \$350,000
 \$400,000 \$500,000 \$750,000 \$1,000,000

*Coverage Limits are excess of the \$50,000 provided under the CIS Property Coverage Agreement. Other: \$ _____

A. GENERAL INFORMATION

1. Number of Employees: _____
2. Number of Board Members, Employees, and/or Volunteers, of the total shown above, who are either in management, or handle, have custody, or maintain records of money, securities: _____
3. Have there been any fidelity, forgery, crime and/or computer fraud losses over the past 3 years? YES _____ NO _____
If "YES", attach details of all losses including description, corrective action taken, and amount covered by insurance.

B. INTERNAL CONTROLS

1. Are you in compliance with annual audit requirements under ORS 297.425 and/or ORS 297.435? YES _____ NO _____
2. Date of last audit (MM/DD/YYYY): _____
3. Are background checks performed on all new hires who will be handling funds for the entity?
Check all that apply: Criminal Prior Employment References YES _____ NO _____
4. Is there a division of responsibility between two or more people in the following processes:
Receipts; Deposits; Checks; Financial Reports? YES _____ NO _____
5. Are two signatures required on checks? YES _____ NO _____
If "NO", are other procedures in place to prevent unauthorized issuance of checks? YES _____ NO _____
Explain if "NO": _____
6. Are systems designed so that no employee can control a process from beginning to end (i.e., request a check, approve a voucher, and sign a check)? YES _____ NO _____
7. Are incoming checks documented and totaled against the deposit? YES _____ NO _____
8. Are monthly bank reconciliations done on all checks/cash requests to spot irregularities such as missing checks, altered checks, checks written by the payee, etc.? YES _____ NO _____
9. Is staff cross-trained on the check and cash handling procedures so they would be able to spot irregularities? YES _____ NO _____
10. Is training provided to spot irregular activities by those handling assets? YES _____ NO _____
11. Are financial personnel required to take a continuous week of vacation? YES _____ NO _____
12. Are credit, debit, charge or purchasing cards used? YES _____ NO _____
If "YES", explain what controls are in place for preventing and identifying unauthorized transactions? _____

C. PREMISES CONTROLS

1. Provide a brief description of safe on premises: _____
2. Maximum amount of cash on premises while open? _____ Held overnight? _____
3. Provide a brief description of alarm system (e.g., audible only, central station): _____

D. COMPUTER SYSTEM CONTROLS

1. Are procedures, programs and EDP systems tested and documented?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. Is there a process to prevent repeated attempts of unauthorized access to a computer program (e.g., locking user account)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. Are there pre-authorization controls for all programmers and operators?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Date:

Signature: