

## Internal Theft Checklist

Use this checklist to identify any areas of concern

Is honesty discussed openly?	Yes	No
Does your business monitor overages/shortages?	Yes	No
Are "no sales" monitored?	Yes	No
Are a lot of "no sales" appearing?	Yes	No
Is excess cash removed from the register periodically?	Yes	No
Do cashiers have access to x or z keys?	Yes	No
Do cashiers see the group reading at end of shift?	Yes	No
Does more than one cashier use the cash register?	Yes	No
Are paper clips or other materials showing up in the till?	Yes	No
Does your bookkeeper handle deposits?	Yes	No
Do all delivery drivers use the same door?	Yes	No
Are delivery hours posted and adhered to strictly?	Yes	No
Are shipments audited on a regular basis?	Yes	No
Do you know the percent of shrinkage you are suffering?	Yes	No
Do drivers exchange merchandise without paperwork?	Yes	No
Are specific people responsible for high value items?	Yes	No
Are applicants screened before they are hired?	Yes	No
Does an employee not take holiday time?	Yes	No
Does an employee seem overly eager to work days off without pay?	Yes	No
Does an employee frequently borrow money from coworkers or supervisors?	Yes	No
Does a worker gossip to divert attention away from his or her own activities?	Yes	No
Do you notice drastic changes in a person's personality?	Yes	No
Is an employee showing signs of substance abuse?	Yes	No