

CSC MANAGER TRANSFER AUDIT CHECKLIST

- Purpose:** The CSC Manager Transfer Audit Checklist documents the transfer of custody of CSC systems, building security, and inventories from the departing CSC manager to a new CSC manager.
- Instructions:** Departing and incoming CSC managers review and verify the listed criteria, complete and sign at the time of the CSC Manager Transfer Audit. At the conclusion of the transfer, forward all required documentation to the District Office according to CSCOM 205.
- Note:** The CSC Manager Transfer Audit Checklist must be completed no later than 3 days following the transfer effective date. If either the transferring or transferred Manager is not available, District Management and/or designee will assist with the process.

GENERAL INFORMATION	
DEPARTING CSC MANAGER/DESIGNEE (print)	INCOMING CSC MANAGER NAME (print)
CSC NAME AND LOCATION CODE	DATE CSC TRANSFER AUDIT PERFORMED (mm/dd/yyyy)

Departing/Incoming Manager Criteria	Comments/Verification of Completion Signatures
HUMAN RESOURCE REQUIREMENTS	
<ul style="list-style-type: none"> • CSC managers who transfer, resign or terminate employment with the agency complete the following: <ul style="list-style-type: none"> • System Access Request (SAR 13). • Employment Termination Checklist, Return of Agency-issued Items (HRO-14) • Forward to Human Resources Office (HRO) Benefit and Payroll/Leave Accounting Section 	COMMENTS DEPARTING CSC MANAGER/DESIGNEE SIGNATURE NEW CSC MANAGER SIGNATURE

TRANSFER OF BUILDING SECURITY	
<ul style="list-style-type: none"> • Departing manager surrenders keys to security closet, building, and alarm system. • Change master locks, and safe combinations. <p>NOTE: Retain on file the CSMA 26 and other CSC manager transfer documentation. Also retain documentation to show the change was made on Digital Safe. Insure codes are changed for CSCs with Keypads on internal doors.</p>	COMMENTS DEPARTING CSC MANAGER/DESIGNEE SIGNATURE NEW CSC MANAGER SIGNATURE
<ul style="list-style-type: none"> • Verify security company removes or disables departing manager's: <ul style="list-style-type: none"> • Information from security system • Code for keyless entry pad • Security alarm password • Test Keyless entry access to ensure departing manager is removed <p>NOTE: Retain on file the letter or message sent to the security company requesting changes with other CSC manager transfer documentation</p>	COMMENTS DEPARTING CSC MANAGER/DESIGNEE SIGNATURE NEW CSC MANAGER SIGNATURE
<ul style="list-style-type: none"> • Verify security company adds new manager's: <ul style="list-style-type: none"> • Information and contact numbers to security system • Code for keyless entry pad • Security alarm password • Test keyless entry access to ensure new manager is added 	COMMENTS DEPARTING CSC MANAGER/DESIGNEE SIGNATURE NEW CSC MANAGER SIGNATURE

REVIEW OF SECURITY PROFILES

<ul style="list-style-type: none"> • Print the "Active Teller's Report" in My Select. • Verify all user profiles and access are correct. • Sign report. • Forward to District Manager 	COMMENTS
	DEPARTING CSC MANAGER/DESIGNEE SIGNATURE
	NEW CSC MANAGER SIGNATURE

REVIEW AND TRANSFER UNPROCESSED WORK

<ul style="list-style-type: none"> • Departing manager/designee performs a review and transfer of unprocessed CSC operational work for new manager follow-up. 	COMMENTS
	DEPARTING CSC MANAGER/DESIGNEE SIGNATURE
	NEW CSC MANAGER SIGNATURE

TRANSFER OF PETTY CASH

<ul style="list-style-type: none"> • CSC manager/designee counts petty cash and runs adding machine tape. • New CSC manager/designee in charge counts petty cash to verify balance. • If balances verify, both departing manager/designee and new manager place initials and date on adding machine tape. • CSC manager and new manager sign the FMS 243. • Forward FMS 243 to District Manager to sign and submit to FMS. • Retain on file a copy of FMS 243 along with other CSC manager transfer documentation. 	COMMENTS
	DEPARTING CSC MANAGER/DESIGNEE SIGNATURE
	NEW CSC MANAGER SIGNATURE

RECONCILE ASSET MANAGEMENT REPORT

<ul style="list-style-type: none"> • Departing manager/designee and new manager reconcile the Asset Management Report with assets in the CSC. • Note discrepancies on report and actions taken to resolve. • Departing manager and new manager sign and date the first page of the report verifying reconciliation. 	COMMENTS
	DEPARTING CSC MANAGER/DESIGNEE SIGNATURE
	NEW CSC MANAGER SIGNATURE

REVIEW AND TRANSFER ADMINISTRATIVE REQUIREMENTS

<ul style="list-style-type: none"> • Disclose the location of and review attendance records, personnel files, etc. • Review current, active contracts with new manager. • New manager confirms vendor contracts are current and a contract is on file for each vendor providing service to the CSC. Examples: Pest Control, Refuse Removal, Security, Janitorial, Recycling, Lease Agreements • Ensure all retention requirements for documents/reports have been met according to CSCOM 1101. 	COMMENTS
	DEPARTING CSC MANAGER/DESIGNEE SIGNATURE
	NEW CSC MANAGER SIGNATURE

INVENTORY TRANSFER AUDIT

- Departing manager/designee and the new manager use the inventory reports (listed in procedure) to verify the current CSC on-hand inventory for:
(one calls inventory, the other checks against report)
 - Plates
 - Decals,
 - Permits
 - VIN Plates
 - Titles
 - VDH Documents
 - E-Z Pass transponders
 - Note any inventory discrepancies on the appropriate inventory report.
 - Verify IRP and IFTA inventory and enter the inventory amounts manually on the back of the inventory reports.
 - Correct noted inventory discrepancies in the system and print new final reports.
 - Departing manager and new manager sign and date the first page of the report verifying reconciliation.
- NOTE:** Retain on file all working and final copies of inventory reports along with other CSC manager transfer documentation.

COMMENTS

DEPARTING CSC MANAGER/DESIGNEE SIGNATURE

NEW CSC MANAGER SIGNATURE

CSC TRANSFER AUDIT SUMMARY REPORT

Compile and summarize any pertinent CSC Manager Transfer Audit information and record below.

CSC TRANSFER AUDIT SUMMARY REPORT

By signing and dating this form, the CSC Manager (or employee designated to complete the transfer audit in lieu of the departing manager) and the new CSC manager (or employee designated to assume CSC responsibilities) acknowledges they have reviewed, verified, and reconciled all criteria as listed on this form and are in agreement as to its status.

DEPARTING CSC MANAGER/DESIGNEE NAME (print)	DEPARTING CSC MANAGER/DESIGNEE SIGNATURE	DATE (mm/dd/yyyy)
NEW CSC MANAGER/DESIGNEE NAME (print)	NEW CSC MANAGER/DESIGNEE SIGNATURE	DATE (mm/dd/yyyy)
DISTRICT MANAGER NAME (print)	DISTRICT MANAGER SIGNATURE	DATE (mm/dd/yyyy)