# Payment Fraud Radar Checklist

# (for Small & Mid-Sized Businesses)

*How to use:*

* *Run a quick huddle (≤15 minutes).*
* *For each item, circle Yes / Partly / No and assign an Owner and Due date.*

*Scoring: Yes = 2, Partly = 1, No = 0. Sum your score and use the action plan.*

horizontal line

# Section A — Must-Pass Gates (Stoplight Items):

1. Vendor identity verified independently?  
   ☐ Yes ☐ Partly ☐ No
2. Dual approval for payments over threshold?

☐ Yes ☐ Partly ☐ No

1. Payee on approved vendor list?  
   ☐ Yes ☐ Partly ☐ No

## Section B — Verification & Controls

1. Independent callback to confirm vendor bank details?

☐ Yes ☐ Partly ☐ No

1. Cross-check invoice with purchase order and delivery?  
    ☐ Yes ☐ Partly ☐ No
2. Check unusual invoice timing or rounding?

☐ Yes ☐ Partly ☐ No ☐

## Section C — Data & Privacy

1. Ensure payment data encrypted in transit and storage?  
   ☐ Yes ☐ Partly ☐ No
2. Limit access to payment details to authorized staff?

☐ Yes ☐ Partly ☐ No

## Section D — Security & Access

1. Segregation of duties in payment approval?  
   ☐ Yes ☐ Partly ☐ No
2. Dual control for changes in vendor bank info?  
    ☐ Yes ☐ Partly ☐ No
3. Alert system for unusual transaction patterns?  
    ☐ Yes ☐ Partly ☐ No

## Section E — Oversight & Responsible Use

1. Quarterly review of vendor master file?  
   ☐ Yes ☐ Partly ☐ No
2. Train staff on fraud red flags?  
    ☐ Yes ☐ Partly ☐ No
3. Incident response plan for payment fraud?  
    ☐ Yes ☐ Partly ☐ No

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## Scoring Evaluation:

* **32–40 (Low risk):** Keep momentum. Move to the **Pro Toolkit** to formalize templates.
* **20–31 (Moderate):** Fix quick wins in 14 days. Schedule a 2-hour workshop.
* **0–19 (High):** Freeze new AI tools; enable approvals; run a 30-day sprint to close gaps

*Disclaimer: Operational best practice, not legal advice.*