

Guidelines

Title:	ODHS OHA-040-003-01 Forged or Altered Items Procedure
Related to:	ODHS OHA-040-003 Forged or Altered Items
Effective date:	02/06/2023

Purpose

This document provides guidelines for when a forged negotiable item is presented for payment.

Guidelines

1. Upon discovery of a forged or altered payment document, the program office notifies the Office of Financial Services (OFS) Business Security unit and requests a copy of the check or warrant.
2. The program office presents a copy of the check or warrant to the payee for verification.
3. The payee determines validity of the signature on the check or warrant.
4. If the payee declares the signature is a forgery, the program office will request a forgery packet from OFS Business Security unit to be completed by the payee in the office with ODHS staff bearing witness.
5. The program office returns the completed packet to the OFS Business Security unit within 20 days.
6. The OFS Business Security unit reviews the completed forgery packet to determine if the check or warrant was forged. Based on this determination:
 - a. A payment reissue will be done immediately if there is a clear determination that the document was forged.
 - b. If it is unclear that document was forged, then agency must wait for bank credit prior to issuing a replacement payment.
7. The OFS Business Security unit submits the completed forgery packet and documentation to the Oregon State Treasury for reimbursement and responds and cooperates with law enforcement action when appropriate.

References

[Oregon State Treasury Cash Management Manual](#)
[ORS 293.475](#):

Forms referenced

None

Related policies and procedures

[ODHS|OHA 040-003: Forged or Altered Items](#)

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Keywords

Blank warrant, warrant stock, warrants, internal controls, forgery, negotiable instrument, theft, lost warrant, negligence, warrant security

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