

Procedure Title:	Check Stock Management				
Procedure Number:	DHS-040-001-01	Version:	1.0	Effective Date:	02/28/2002

DHS Chief Administrative Officer

02/28/2002

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Custodian (The person entrusted with guarding and keeping records of blank check stock)	<p>Record all check numbers ordered, received, missing, voided, transferred, or distributed in DHS 0249, Check Stock Control Log form.</p> <p>Record explanation of missing or voided checks.</p> <p>Date and initial each action when it occurs.</p> <p>Store Control Log in a secure location to prevent unauthorized access.</p> <p>Store blank checks and Control Log separately. Do not store in same location.</p> <p>Use Transmittal form to document the date of transfer, quantity, and transport method.</p> <p>Verify information is accurate and complete when ordering, receiving, recording, storing, and transferring check stock.</p> <p>Review print order forms.</p>
2.	Supervisor	<p>Continuously review and approve the assigned work of staff.</p> <p>Perform random independent reviews.</p> <p>Review to confirm control logs are accurate.</p> <p>Ensure that discrepancies in ordered and printed check numbers are reviewed and confirmed by at least 2 people.</p> <p>Ensure that physical access to check stock is limited</p> <p>Ensure that only authorized personnel have access to check stock.</p> <p>Ensure that unissued check stock is kept in a locked storage area.</p>
3.	"Other employee" (not custodian or an employee authorized to issue checks)	<p>Perform physical inventory of blank check stock at least once every 3 months.</p> <p>Reconcile physical inventory count to the control log.</p>

Policy that applies:

[DHS-040-001, Check Stock Management Policy](#)

Also see: [DHS-050-003, Check Stock Ordering Policy](#) and [DHS-050-003-01, Check Stock Ordering Procedure](#)

Form(s) that apply:

DHS 0249, Check Stock Control Log [Word](#) or [PDF](#)

Contact(s):

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Procedure History:

- **Version 1.0:**

08/22/2012 - Administrative updates to correct links and change contact information

02/28/2002 -Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

