

## Process steps

<b>Title:</b>	ODHS OHA-040-001-01 Revolving Check Stock Management
<b>Related to:</b>	ODHS OHA-040-001 Revolving Check Management
<b>Effective date:</b>	05/01/2023

## Purpose

This document provides a step-by-step explanation for management of blank check stock.

## Process Steps

1. The check custodian identifies when check stock is running low.
2. For the Office of Financial Services (OFS), the Business Security unit goes to <https://print.oregon.gov/fulfillment/>, Printing and Mailing (P&D) website, to create a check stock order.
3. For the program office, the custodian's manager completes paper form ODHS 0289 to create a check stock order.
4. The manager or business expert reviews and approves the check stock order on P&D website request or the paper request.
5. The custodian records all check numbers ordered and received on form MSC 0249, Check Stock Control Log.
6. The manager or business expert ensures the blank checks and control log are stored separately.
7. Upon issuance, void or transfer of check stock, the custodian or assigned employee records the transaction on form MSC 0249.
8. The manager or business expert performs random independent reviews to include:
  - a. Confirming the check stock control log is accurate.
  - b. Ensuring discrepancies in ordered and printed check numbers are reviewed and confirmed by at least two people.
  - c. Confirming physical access to check stock is limited to the custodian(s), assigned employee, manager, or business expert.
  - d. Guaranteeing blank check stock is kept in a locked storage area.
9. Every three months, an employee, other than the custodian, manager, business expert, or other assigned employee, performs a physical inventory of the check stock and reconciles it to the control log.
10. The custodian reports any missing check stock immediately to the manager or business expert.
11. The manager or business expert reports immediately reports any missing check stock to OFS

## References

[DAS Oregon Accounting Manual \(OAM\)](#)  
[Oregon State Treasury Cash Management Manual](#)  
<https://print.oregon.gov/fulfillment/>

## Forms referenced

[MSC 0249](#): Check Stock Control Log  
ODHS 0289 Request for and Transmittal of Forms (paper only)

## Related policies

[ODHS|OHA-040-001 Revolving Check Management](#)  
[ODHS|OHA-040-001-02 Revolving Check Signing Equipment](#)

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## Keywords

Blank check, check stock, checks, internal controls, check stock ordering, control log

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