

## Policy

<b>Policy Title:</b>	Check Stock Management				
<b>Policy Number:</b>	DHS-040-001	<b>Version:</b>	1.0	<b>Effective Date:</b>	02/28/2002

DHS Chief Administrative Officer

02/28/2002

Approved By: *(Authorized Signer Name)*

Date Approved

### Overview

#### **Purpose/Rationale:**

Identifies Internal Controls for Ordering, Receiving, Recording, Storing and Transferring Blank Check Stock

### Policy

DHS will maintain internal control over blank check stock and comply with the [Oregon State Treasury Cash Management Manual](#) and [DAS Oregon Accounting Manual](#)

DHS will assure that authority and responsibility for check stock is properly delegated and delegations followed. Each office will appoint a custodian to assume this responsibility.

Good Internal Controls assure:

- Effective and efficient operations.
  - Reliable financial reporting.
1. Compliance with applicable laws and regulation.
  2. (Level 1 – section header 2)

### Procedure(s) that apply:

[DHS-040-001-01, Check Stock Management Procedure](#)

### Form(s) that apply:

None

### Definition(s):

See [Finance Common Terms](#)

See Department-wide Support Services Policy [Common Terms](#)

## Reference(s):

DHS-050-003, Check Stock Ordering Policy  
DHS-050-003-01, Check Stock Ordering Procedure  
DAS Oregon Accounting Manual (OAM)  
Oregon State Treasury Cash Management Manual

## Contact(s):

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## Policy 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)

