

Process steps

Title:	ODHS OHA-040-011-01 Control Over Check-Signing Machine Use
Related to:	ODHS OHA-040-011 Check Signing Machine
Effective date:	02/06/2023

Purpose

This document provides guidelines for the accountability, safeguarding and responsibility over the use of check-signing machines, check-signing machine keys, signature plates, and blank check stock.

Process steps

1. The manager of the program or unit submits a written request for a check signing machine to the Controller in the Office of Financial Services (OFS). The request shall include justification of the request and where the equipment will be located.
2. The Controller reviews and approves or denies the request.
3. If the request is denied, the requesting manager is notified.
4. Upon approval of the request, the Office of Financial Services (OFS) Business Security unit
 - a. Records the serial number of the assigned machine, the name of the requesting manager, custodians, and the actual location of the check-signing machine in the check-signing machine inventory log.
 - b. Sends the requesting manager two separate and distinct packages.
 - A. The first package will contain the check-signing machine.
 - B. The second package will contain the signature plate and check-signing machine keys.
5. Upon receipt of the two packages, the manager notifies the OFS Business Security unit with confirmation of receipt of delivery.
6. The manager designates two custodians.
 - a. The first custodian is assigned responsibility for the signature plate and insertion key.
 - b. The second custodian is assigned the responsibility for the check-signing machine and activation key.
7. The manager ensures the assigned custodians do not have expenditure decision authority and that the duties and responsibilities are incorporated into the custodians' position description.
8. The custodians read and understand the applicable rules, policies, and procedures governing the safeguarding of check stock and related equipment.
9. The manager ensures adequate internal controls are in place to safeguard all items related to the check-signing process including:
 - a. Check-signing equipment is secured in a safe, vault, locking cabinet, or other secure location when not in use.

- b. The signature plate and insertion key are secured in a safe, vault, locking cabinet, or other secure location when not in use; these items are stored separately from the check-signing equipment and activation key.
 - c. All items listed in a and b above are secured in a separate location from the check stock.
10. If a check-signing machine is no longer needed, the manager notifies the OFS Business Security unit and ships the machine back separately from the keys and plates. The OFS Business Security unit provides the necessary forms and shipping instructions.

References

[Oregon Accounting Manual \(OAM\): Section 10.20.00.PR](#)
[Oregon Secretary of State Archives Retention](#)

Forms referenced

[MSC 0249A: Revolving Fund Check Issuance Log & Meter Reading](#)

Related policies and procedures

[ODHS|OHA-040-001](#): Check Stock Management
[ODHS|OHA-040-001-01](#): Check Stock Management Procedure
[ODHS|OHA-040-010](#): Delegation of Expenditure Decision Authority
[ODHS|OHA-040-010-01](#): Exercising Expenditure Decision Authority
[ODHS|OHA-040-010-02](#): Inappropriate Actions
[ODHS|OHA-040-011](#): Check Signing Machine Policy

Contact

Roxanne Long, OFS Statewide Financial Reporting Manager
503-449-3751
roxanna.long@dhsoha.state.or.us

OFS Business Security

503-945-5640

Business.Security@odhsoha.oregon.gov

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Check signing machine, check signing key, checks, signature plate, theft, loss, safeguarding, check limit, issuing manual checks, issuing checks

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