

Procedure Title:	Check Stock, Negotiable Orders, EBT				
Procedure Number:	DHS-050-003-01	Version:	1.0	Effective Date:	04/02/2002

DHS Chief Administrative Officer

04/02/2002

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Requesting Office	<p><i>Signature Cards</i></p> <p>The Supervisor of the unit requesting stock will:</p> <ul style="list-style-type: none"> Assign a minimum of 2 employees from each office to order and receive EBT Cards and Revolving Fund Checks. In offices with 6 or fewer staff, Financial Services may authorize certain staff to perform both functions. Complete form DHS 285, Authorization and Signature Card for Negotiable Documents for the assigned staff. Maintain a copy of the DHS 285 in requestor's office and send a second copy to the SDA Office, if appropriate. Send Original DHS 285 to DHS Distribution Center for processing orders. <p><i>Ordering Stock</i></p> <p>Staff authorized to order stock will:</p> <ul style="list-style-type: none"> Use form DHS 289, Request for and Transmittal of Forms Receipt to order check stock and EBT cards. Send the DHS 289 form to the DHS Distribution Center The person designated to receive the order must be identified on the DHS 285.
2.	OCR	<p>Staff at the OCR Distribution Center will:</p> <ul style="list-style-type: none"> File and maintain original DHS 285 Signature Card. Compare signatures on negotiable document orders (DHS 289) with authorization card signatures (DHS 285). Compare name of person ordering with person receiving to confirm they are not the same person.

		<ul style="list-style-type: none">• Return incorrect or incomplete authorizations to the office ordering the stock.• Orders without a DHS 285 signature form on file for the person ordering cannot be filled. Return the order and instruct the office on policy.
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Policy that applies:

DHS-050-003, Check Stock, Negotiable Orders, EBT Policy

Also see DHS-040-001, Check Stock Management Policy and DHS-040-001-01, Check Stock Management Procedures

Form(s) that apply:

DHS 0285, Authorization and Signature Card for Negotiable Documents

DHS 0289, Request for and Transmittal of Forms Receipt: (Pre-printed and available by ordering through FBOS.)

Contact(s):

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Procedure History:

- **Version 1.0:**

- 04/01/2010 - Administrative Corrections to address contact information and office name change from Office of Document Management (ODM) to Office of Communications Resources (OCR).
- 04/02/2002 - Initial Release

Keywords:

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