

Policy

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

DHS Chief Administrative Officer

04/02/2002

Approved By: *(Authorized Signer Name)*

Date Approved

Overview

Purpose/Rationale:

Guide DHS staff in the ordering, use and storage of these documents.

Policy

OCR is responsible for the paperwork and ordering procedures for stock for all DHS secure forms.

OCR will assure that EBT (Oregon Trail Cards), Revolving Funds Check Stock and other negotiable inventory is sufficient to provide supplies to DHS offices when needed.

OCR is responsible for the security, storage and tracking of blank EBT Cards and Revolving Fund Checks and other negotiable stock until inventory reaches the requesting office.

Responsibility for security, storage, and use is transferred to the requesting office once the stock is received by the requesting office.

The requesting office, upon receiving the stock, is also responsible for monitoring the supply and ordering replacement stock in a timely manner to avoid running out of stock.

Procedure(s) that apply:

[DHS-050-003, Check Stock, Negotiable Orders, EBT Procedures](#)

Form(s) that apply:

None

Definition(s):

See [Common Terms](#) for department-wide support services policies

Reference(s):

None

Contact(s):

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Policy 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)

