Policy

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

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

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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)