

2-4: Check and Signature Control

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I. PURPOSE

To establish security procedures for the use of the check printer and the control and issuance of blank checks.

II. RESPONSIBILITIES

The Controller has the overall responsibility of maintaining security of the check printer and the blank check stock.

III. POLICY

The blank check stock will be secured in the vault for both accounts payable checks and payroll checks. The MICR cartridge (for use with the check printer) and the key for the printer will be secured in the Cashier's office.

Accounts payable or payroll staff, along with Cashier staff, will sign a log with the date and check numbers/ control numbers.

The staff in the Cashier Office will periodically review the logs and the check stock to ensure all check numbers are accounted for.