

**CHECKS**

(Revised 06/11)

See SAM Section 3696 for ordering checks.

Checks drawn against centralized State Treasury System accounts will be written on paper check stock.

For checks prepared by typewriter, departments will use non-correctible ribbon only and will type the check amount as follows: **\*\*123.45\*\***. The use of non-correctible ribbon and the placement of two asterisks before and after the check amount should minimize the possibility of checks being altered. Checks prepared by an EDP system should also have two asterisks before and after the check amount.

Any check drawn in excess of \$15,000 will require two authorized signatures unless it is payable to: (1) the State Treasurer, (2) another state department or account, or (3) if the Department of Finance, Fiscal Systems and Consulting Unit, has authorized, in writing, special instructions permitting a department to deviate from this requirement. All other checks will require only one authorized signature. No person will sign checks until an authorization card bearing his signature has been prepared and filed by the department. See SAM Section 8001.2, Signature Cards.

Departments will keep check stock under strict control at all times and in accordance with SAM Section 8080. Transfer of check stock between persons will be documented to show the check numbers of the stock transferred. This documentation will be kept by the transferor and transferee until the period covered has been audited. See SAM Section 8022, Documentation of Incoming Collections.

In order to prevent misuse of voided checks, departments will stamp or write in ink the word "void" across the face of such checks. Departments will also cut, tear off, or block out completely the signature portion of these checks unless they are voided for specimen purposes. *All* copies of voided checks will be retained by the department for audit except those used as specimen checks. Department files will contain records as to the disposition of specimen checks. Such records will be signed by an employee other than one authorized to sign checks. See SAM Section 1750 for disposal of check stock.