

BOOKKEEPER'S GUIDE TO WIC UPDATE

April 2013

NEBRASKA WIC AUTHORIZED VENDOR NUMBER STAMP

- ◇ Ensure you are using the correct stamp (your Nebraska WIC Authorized Vendor Number Stamp).
- ◇ Ensure stamp works well; use **BLACK** ink.
- ◇ Stamp each WIC check in the "Pay to the Order of" box.
- ◇ Endorse back of each check.
- ◇ Deposit checks for payment.
- ◇ Order new or replacement stamps from your WIC vendor manager.

The good news is that there are many simple and easy things that can be done to help ensure your presentments are readable. Here are the five most important tips.

1. Frequently check the condition of your stamp. Are all the digits visible? Are they clear and distinct? Are there extra marks or missing parts occurring in the stamping of the items? If so, clean or replace your stamp. For replacements, contact your WIC vendor manager.
2. Use **BLACK** ink. Other colors used in the stamping process will not copy as clearly when an image is made of the check.
3. Make sure the stamp has sufficient ink. Dark and distinct stamps have higher resolution.
4. Make sure the checks and stamps are positioned correctly. Is the stamp being placed in the correct location and is the stamp being used correctly (not upside down, etc.)?
5. Check the "QUALITY" of each mark made by the stamping process. If the stamp just made is smudged, short a digit, too faint, etc. this can lead to higher return rates of unreadable items.

Most vendor stamps that are unreadable fall into one of the following categories:

Outcome	Solution
The numbers may be indistinguishable. For example, 3's look like 8's or 6's look like 0's.	This may indicate a thorough cleaning is needed or due to wear of the stamp it may need to be replaced. To clean your stamp, use warm soapy water and a toothbrush. If you need to replace your stamp, contact your WIC vendor manager.
The quality of the mark being made is poor as not enough care was taken in the placement of the stamping.	A quality review of the items once stamped will indicate if a new mark needs to be struck.
Not enough ink is used as the mark is too faint.	The use of <u>BLACK</u> ink for stamping will lessen this type of outcome.