

Using The Check Register - Flow Chart II



START HERE

Record the date food instruments are issued or voided.

Record participant ID for food instrument issued to client.

Responsible party signs on the Signature lines at top & bottom of the F.I. range issued to the client or family. If the F.I. Range for the client or family continues onto the next page of the register, have the responsible party sign at the top of the F.I. range, the bottom of the page, the beginning of the next page and at the end of the F.I. range.

Draw an arrow down between the two signatures.

Indicate void on the signature line by any F.I. that is voided; include the date and initials of the staff person verifying status of the food instrument. Always physically void all voided checks and file numerically with all other voided food instruments.

Indicate TEST PRINT on the signature line by any food instrument that is a test print.

If there is an error in numbering and the checks are renumbered, it should be noted on the register. NEVER issue mis-numbered checks. Call the help desk to help renumber checks.

Training Clinic 2/9/05
* note a new procedure is possibly pending which may impact the *last step* in the future.