
Subject: Check Stock and MICR Toner Cartridge Inventory

Effective Date: August 1, 2009

Revised from: October 1, 2006

Policy: WIC Clinics are responsible for maintaining an adequate but not excessive inventory of blank check stock and MICR toner cartridges.

Reference: CFR §246.12

Procedure:

1. Routinely inventory check stock and MICR toner cartridges to ensure sufficient quantities are on hand. Allow for sufficient lead time to order new/replacement check stock and toner.
2. Clinic staff shall order check stock and MICR printer toner from the KWIC Help Desk as needed.
3. Refer to policy ADM: 07.08.00 - KWIC Check Toner Supply for more detailed toner information.
4. Order no more than a 3 month supply of check stock at a time. (Small clinics will request more than this, as only full cases of check stock will be sent) Space/storage limitations may require that some clinics order more frequently.
5. When the clinic receives its order, staff should verify and make certain that the amount of check stock or the number of printer toner cartridges received is the same as the amount ordered.