

G PAAR Check Accountability

At the close of business each day, the designated staff must screen print the Checks Issued To Client At Site screen in **PARIS**.

NOTE The daily information that displays on this screen does not display the following day.

Upon receipt of the report, the supervisor completes a physical inventory and reconciliation of the blank **PAAR** checks using both of the following:

- The PAAR Check Issuance Report
- The daily printout of the Checks Issued To Client At Site screen

The supervisor documents the inventory results on the PAAR Check Inventory Record (FA-422). When any checks are missing or cannot be accounted for, the following occur:

- The supervisor notifies **OARC** immediately.
- When notified by any office that blank PAAR checks were stolen or are missing, OARC completes the following:
Immediately contacts the State Servicing Bank.
Verbally stops payment for the specific serial numbered checks.
Expedites a STOP PAYMENT REQUEST to the Servicing Bank.

OARC retains all original redeemed PAAR checks for a period of five years. After the five years retention period, OARC destroys the redeemed PAAR checks.