

FIDUCIARY MANAGEMENT BRANCH PRINTING and PROCESSING CHECKS	DAIL-DOS-FID-11
Effective Date: September 6, 2012 Revised Date: May 5, 2023	Page 1 of 1

Policy Statement: Checks are printed daily and as needed to ensure individual under guardianships needs are met.

Legal Authority: [KRS 210.290 Cabinet may act as fiduciary - Duties - Powers](#)
[KRS 387.680 - 700 Guardianship and Conservatorship for disabled persons](#)
[910 KAR 2:030 Accounting provisions for adult guardianship](#)

Procedure:

- (1) Payment requests are batched for daily check printing.
- (2) Each batch is reviewed and submitted for issuing the printed checks.
- (3) Request for payment received on an emergency basis are printed as needed.
- (4) Beginning and ending check numbers are verified prior to printing.
- (5) Batch totals are logged.
- (6) Printed checks are mailed or delivered to the appropriate entity.
- (7) A list of the printed checks for the day is sent to the financial institution for positive pay.