

Borrowed VMARS Stock Paper**Policy No. FD-920.04**

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Policy

Local agencies (LA) may borrow or transfer voucher stock paper only from another clinic within their district.

Purpose

To minimize unmatched redemption of voucher stock paper when LA clinics reassign reams from one clinic to another.

Procedures

- I. Complete the [Borrowed VMARS Voucher Stock Paper Report](#).
- II. The clinic must seek approval from the SA to borrow and/or transfer voucher stock paper.
- III. Upon approval from the SA, designated clinic staff will submit the [Borrowed VMARS Voucher Stock Paper Report](#) to DXC Technology and copy the assigned Operations Program Specialist on the submission.
- IV. DXC Technology will accept the [Borrowed VMARS Voucher Stock Paper Report](#) form, edit the required fields for validity, and reassign the voucher stock paper serial numbers to the transferring and/or borrowing clinic.
- V. The clinic must record the borrowed serial numbers on the [Voucher Management and Reporting System \(VMARS\) Stock Paper Inventory Tracking](#) logs to ensure accountability.

Authority

7 C.F.R. § 246.12(q)

Definitions/Supporting Information

(None)