# Bank Supply Order Form

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Checks, Deposit Slips and Endorsement Stamps View [www.superior-press.com/Products.asp](http://www.superior-press.com/Products.asp) for product offerings

\*NOTE: Orders will be placed by the Office of Investments and Banking [OIB], not the individual department.

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| **Requestor’s Name: Phone #:** Please Print**Requestor’s Mailing address:**  |
| **Allow 7-10 business days for normal service\*\*Additional time is required for Custom Orders** |
| **ITEM REQUEST** |
| CHECKS | * Quantity of checks being ordered: Starting Ck#:
* Are Duplicates Needed?: Yes No
* If Yes, how many copies are needed? (1 to 3)
* Color Desired: Blue Green Pink Tan Yellow
 |
|  |
| DEPOSIT SLIPS | * Quantity to order: Duplicates Needed?: Yes No
* If Yes, how many copies are needed? (1 to 5):
 |
| **To place a check or deposit slip order please provide the following** |
| **Dept. or Study Name on Account** |  |
| **Street Address** |  |
| **City, State, Zip Code** |  |
| **Location # (Aux. Field)** |  |
|  |
| Pre-Inked Endorsement Stamps | Department Name: Budget # for returned checks (Fund/Dept ID): Name of Deposit Bank: \_ Quantity of Stamps to order:  |
| **PURCHASING CARD PAYMENT INFORMATION** |
| Purchasing Card #: Expiration Date: Name on Card: Security # on back (last 3 digits):  |
|  Signature: |