



# UNIVERSITY OF MINNESOTA

## Banking Supplies – Superior Press Order Form

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.

<b>Requestor's Name:</b> _____ <b>Phone #:</b> _____ <div style="text-align: center; font-size: small;">Please Print</div>	
<b>Requestor's Mailing address:</b> _____	
<b>Allow 7-10 business days for normal service**Additional time is required for Custom Orders</b>	
<b>ITEMS BEING ORDERED</b>	
<b>CHECKS</b>	<ul style="list-style-type: none"> <li>Quantity of checks being ordered: _____ Starting Ck#: _____</li> <li>Are Duplicates Needed?:    ___ Yes    ___ No</li> <li>If Yes, how many copies are needed? (1 to 3) _____</li> <li>Color Desired:    <input type="checkbox"/> Blue    <input type="checkbox"/> Green    <input type="checkbox"/> Pink    <input type="checkbox"/> Tan    <input type="checkbox"/> Yellow</li> </ul>
<b>DEPOSIT SLIPS</b>	<ul style="list-style-type: none"> <li>Quantity to order: _____ Duplicates Needed?:    <input type="checkbox"/> Yes    <input type="checkbox"/> No</li> <li>If Yes, how many copies are needed? (1 to 5): _____</li> </ul>
<b>If ordering checks or deposit slips, you <u>Must attach a voided sample</u> to the reorder form and MAIL to the Office of Investments and Banking. If new order or changes are needed to current info, please provide the information below and FAX to the Office of Investments and Banking at (612) 626-7271</b>	
Name on Account	_____
Address	_____
City, State, Zip Code	_____
Location # (Aux. Field)	_____
<b>Pre-Inked Endorsement Stamps</b>	Department Name: _____ Budget # for returned checks (Fund/Dept ID): _____ Name of Deposit Bank: _____ Quantity of Stamps to order: _____
<b>PURCHASING CARD PAYMENT INFORMATION</b>	
Purchasing Card #: _____	Expiration Date: _____
Name on Card: _____	Security # on back (last 3 digits): _____
Submit by Mail to:	Office of Investments and Banking 145 U Office Plaza, 2221 University Ave. SE Mpls, MN 55414 [Campus mail Delivery Code 2704] Phone: (612) 624-5558
OR Submit by Fax to:	Office of Investments and Banking Fax: (612) 626-7271