



UNIVERSITY OF MINNESOTA

Banking Supplies – Superior Press Order Form

Checks, Deposit Slips and Endorsement Stamps

View 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.

Requestor's Name: _____ Phone #: _____ <div style="text-align: center; font-size: small;">Please Print</div>	
Requestor's Mailing address: _____	
Allow 7-10 business days for normal service**Additional time is required for Custom Orders	
ITEMS BEING ORDERED	
CHECKS	<ul style="list-style-type: none"> Quantity of checks being ordered: _____ Starting Ck#: _____ Are Duplicates Needed?: ___ Yes ___ No If Yes, how many copies are needed? (1 to 3) _____ Color Desired: <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Pink <input type="checkbox"/> Tan <input type="checkbox"/> Yellow
DEPOSIT SLIPS	<ul style="list-style-type: none"> Quantity to order: _____ Duplicates Needed?: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many copies are needed? (1 to 5): _____
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	
Name on Account	_____
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): _____
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