

Check Endorsement Stamp Order Form

Student Business Services
Phone: 805-437-8810
Sage Hall Room 1014

Check endorsement stamps **must** be purchased through Student Business Services.

All checks accepted by departments **must** be restrictively endorsed upon receipt and prior to submission to Student Business Services. The endorsement stamp ordered will reflect the appropriate depository bank (Wells Fargo Bank) and account information to ensure that all negotiable checks are properly endorsed.

Complete all mandatory information listed below. The department will be charged accordingly. The cost per stamp is approximately \$25 plus tax and shipping. Return this form to Student Business Services – Sage Hall Room 1014. Incomplete forms may delay request.

DEPARTMENT INFORMATION:

Department Name: _____ Mail Code: _____
Department Contact: _____ Ext: _____
Email Address: _____@csuci.edu

REQUIRED CHARTFIELDS:

Requisition Number: _____ Quantity Requested: _____
Account: _____ Fund: _____ Dept ID: _____ Program: _____ Class: _____ Project: _____
Financial Approver: _____ Date: _____
Print Name: _____

FOR STUDENT BUSINESS SERVICES USE ONLY:

Ordered: _____ Charged: _____ Total: _____
Delivered: _____