

**OREGON STATE TREASURY
DIRECTIONS FOR ORDERING DEPOSIT SLIPS**

I. Fill out the Deposit Slip Order Form

Request form from the Oregon State Treasury or use sample C-3a from agency Cash Management Manual.

Date

Today's date

New Order

Check if deposit slips have never been ordered for this account.

Reorder

Check if deposits have been placed on this account before and it is an exact reorder.

Revised Reorder

Check if this is a reorder but changes are being made.
(ex: bank change, new account title, new mailing address)

Expedite

Check if you need order expedited (14 days instead of 21 days).
Please contact Check Printing Company for current prices.

Number of deposit slips needed

Minimum order is 50 deposit slips per account number.
Order must be in increments of 50.
Do Not order more than a years supply at a time due to the NCR MICR shelf life.

Shrink Wrap Quantity

This is the number deposits slips packaged together.
You can choose 25, 50, 100, 150, or 200.
(In the past, deposits have been packed in bundles of 100)

Backer or No Backer

This information is printed on the back of the "bank copy" of the deposit slip.
It is used by the bank for currency count.
This is optional to the agency and is an additional charge to have it.

Number of Plys

This indicates how many parts or plys your agency would like the deposit slips to be printed in.

Agency Number

This is your 6-digit agency number. (ex: 170000 = Treasury)

Agency Name

Name of your agency (30 characters)

Division

This field is optional (30 characters)

Suspense Account Number OR Sub Account Number

Suspense Account Number (5 digits) (ex: 17093)

Sub-Account Number (10-digits) (ex: 1700005000)

Account Title

The title your account was set up as (30 characters)

(Title changes must be approved by Treasury)

Beginning Deposit Serial Number

The 5-digit serial number you would like to start your deposits with.

Ending number must always be a "1".

Serial number may never be started lower than 01001

Bank Name

The name of the bank you want to use.

The Treasury must have an account with this bank.

The bank number is already on file with the printer.

Contact Person

The person ordering the deposit slips

Phone Number

Phone number of person ordering the deposit slips in case of questions.

Address where deposit slips are to be shipped

NO P.O. Box numbers are allowed.

For Security reason the mailing address **must** be the central office, no branch offices.

II. Attach purchase order to the Deposit Slip Order Form

III. Attach a copy of a deposit slip to the Deposit Slip Order Form, if a reorder.

III. Mail to printer

- a) Deposit Slip Order Form
- b) Purchase order
- c) Copy of deposit slip, if a reorder

Address of printer: **Check Printing Company**
P.O. Box 4305
Portland, Oregon 97208
Phone: 1-800-636-7459

Price Agreement Number 00048

Questions may be directed to: Nicki Powers, Oregon State Treasury, (503) 378-2462.