



REQUEST FOR BANK SUPPLIES

Office of the State Treasurer Arizona
1700 W. Washington Street, Suite 102, Phoenix, AZ 85007
Send completed form to banksupplies@aztreasury.gov

Date: _____

Agency Name: _____

Supplies Order Information:

Financial Institution: _____ If Applicable, Last Four of Acct No.: _____

Instructions:

1. Please complete one request for each financial institution.
2. For accuracy, attach a copy of the current deposit slip, voided check, or endorsement stamp. If this is a new request, provide document(s) clearly showing the bank account information.
3. For the Style section, enter the following information:
 - o Check Book: a) Computer or manual check, b) Color c) Beginning check number, 50 checks per order.
 - o Deposit Bag: 100 bags per order:
 - BMO - 9.5"x15" #53857
 - BMO - 9"x12" #53884 Dual Pouch
 - WF - 14"x20" WFSTD02 Large Dual Pouch
 - WF - 10"x15" WFSTD01 Dual Pouch
 - BOA - 9"x13" BAUB13
 - BOA - 12"x17" BAUB17
 - o Deposit Book: Single, duplicate, triplicate, or quadruplicate, 200 slips per book
 - o Endorsement Stamp: Ink color
 - o Other: Provide the information of the requested item

<u>Banking Supply</u>	<u>Quantity</u>	<u>Style</u>

Additional Information:

Ship to:

All orders will be shipped directly to the agency.

Agency: _____

ATTN: _____

Address: _____

Requestor Name: _____ **Manager Name:** _____

Requestor Phone Number: _____ **Manager Title:** _____

Requestor Email: _____ **Manager Signature:** _____

Treasurer's Office Use Only

Submit Date: _____

Complete Date: _____