



**CHECK ENDORSEMENT STAMP  
ORDER FORM**

Bayramian Hall Lobby  
Phone: (818) 677-8000 Option 3  
Fax: (818) 677-4911  
Mail Code: 8214

Check endorsement stamps **must** be purchased through University Cash Services.

All checks accepted by departments **must** be restrictively endorsed upon receipt and prior to submission to University Cash Services. The endorsement stamps 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 departments will be charged accordingly. The cost per stamp is approximately \$75 plus tax and shipping. Return this form to University Cash Services – MD-8214. Incomplete forms may delay requests.

**DEPARTMENT INFORMATION:**

Department Name: \_\_\_\_\_ Mail Code: \_\_\_\_\_  
Department Contact: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Email Address: \_\_\_\_\_@csun.edu

**REQUIRED CHARTFIELDS:**

Requisition Number: \_\_\_\_\_ Quantity Requested: \_\_\_\_\_  
Account: \_\_\_\_\_ Fund: \_\_\_\_\_ DeptID: \_\_\_\_\_ Program: \_\_\_\_\_ Class: \_\_\_\_\_ Project: \_\_\_\_\_  
Financial Approver: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

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**FOR UNIVERSITY CASH SERVICE USE ONLY:**

Ordered: \_\_\_\_\_ Charged: \_\_\_\_\_ Total: \_\_\_\_\_  
Delivered: \_\_\_\_\_