



**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: _____

FOR UNIVERSITY CASH SERVICE USE ONLY:

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