



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:
 - Check Book: a) Computer or manual check, b) Beginning check number, 50 checks per order.
 - Deposit Bag: 100 bags per pouch:
 - BMO – 9.5”x15” #53857
 - WF – 10”x15” WFSTD01 Dual Pouch
 - BMO – 9”x12” #53884 Dual Pouch
 - BOA – 9”x13” BAUB13
 - WF – 14”x20” WFSTD02 Large Dual Pouch
 - BOA – 12”x17” BAUB17
 - Deposit Book: Specify if single, duplicate, triplicate, or quadruplicate. Quantity is by the book.
 - Endorsement Stamp: Black Ink
 - Other: Provide detailed information of the requested item.

<u>Banking Supply</u>	<u>Quantity</u>	<u>Style / Description</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:** _____

<u>Treasurer’s Office Use Only</u>	
Submit Date: _____	Complete Date: _____