



# MCMP CHECK REORDER FORM

DATE	ORDERING DEPARTMENT NAME	ENTITY NUMBER
ORDERING DEPARTMENT PHONE NUMBER	CAMPUS ADDRESS	

### 1) Fill in below the name and address that should appear on the front of the check

Entity Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

### 2) Enter the beginning check number and the number of checks that you need. Then select the desired format.

Beginning check number and (number of checks requested) ➡ \_\_\_\_\_ ( \_\_\_\_\_ )

Check the preferred format ➡ **Quicken**  Or **Standard**

FOR ACCOUNTS PAYABLE USE	Beginning and ending check number	_____
	Beginning and ending stock numbers	_____
	This order was filled by	_____
	Checks were delivered to (name and Empl ID)	_____
	Checks were delivered on	_____

### 3) Read and complete the following agreement

I accept custody of these checks with the understanding that I am personally accountable for the blank forms. I further commit that I will not redistribute blank check stock entrusted in my possession in order to supply another employee's working supply of blank checks.

DATE	CHECK CUSTODIAN'S PRINTED NAME AND SIGNATURE
CHECK CUSTODIAN'S PHONE #	CUSTODIAN'S EMPLID AND EMAIL ADDRESS

My department accepts responsibility for the improper use, theft, or loss of the checks that are released to us. I further understand that improper use of the checks may result in disciplinary action up to and including termination of employment and full restitution to the University for all related sustained losses.

DATE	PRINTED NAME AND SIGNATURE OF THE AUTHORIZED SIGNATORY FOR THE DEFAULT CHARTFIELD
SIGNATORY'S PHONE #	SIGNATORY'S EMPLID AND EMAIL ADDRESS

Make sure that this form is filled out completely. Include a signed campus order with your order so that we may process your request immediately. If this is a first time order, include an example of your current check stock. Forward this completed form and campus order to Accounts Payable, 145 Park. Call 581-6976 and ask for the med-center check manager if you have questions.