

## Ordering Banking Supplies

### Resources:

- [See Forms:](#)

Endorsement Stamp Order Form, Deposit Slip Order Form, Hand Receipt Order Form, Trust Check Stock Order Form, Zions Bank Signature Card.

### Policy:

1. Order all deposit slips, trust check stock and deposit endorsement stamps through the AOC Finance Department. [See Forms.](#)
2. Order supplies approximately 60 days in advance.
3. Additional Loomis bags and logs can be obtained through Loomis by emailing: [derek.green@us.loomis.com](mailto:derek.green@us.loomis.com)

### Procedures:

#### **Responsibility Action**

#### **All Court Levels**

##### **Deposit slips:**

1. Determine quantity needed. Standard orders are shipped in groups of 400.
2. Fill out the Deposit Slip Order Form; upload a copy of a blank deposit slip making any required changes on the face of the slip.
3. If a sample is unavailable, contact the AOC Finance Department.
4. Once the new deposit slips are received, ensure the name, address, account number, [3 digit location code](#) and transfer from/to account numbers are correct.

**Check Stock:**

1. It is preferred that employees visiting the Matheson Courthouse pick up paper rather than requesting it be mailed.
2. Determine the quantity needed (1 pkg =500 sheets to print 1000 checks) and request using the Check Stock Order Form.

**Endorsement Stamps:**

1. Fill out the Endorsement Stamp Form when requesting additional stamps.  
The request should include:
  - a. Number required.
  - b. Copy of the current stamp.
  - c. The name and address where the order should be sent.

**AOC Finance**

1. Receive order information from courts.
2. Submit order to IC Group for deposit slips. (Revenue slips are to be charged to the State Account, not the court analysis account).
3. Arrange for shipment of items to court as needed.
4. Ensure proper charging of fees to analysis account