

2013-2014 Annual Vendor Check Order Process

The SBCTC-ITD orders vendor checks for all the colleges because we are able to negotiate a lower price for large-volume orders.

The number of checks ordered should meet your needs through **June 30, 2014**.

When you have determined the quantity of checks to order for fiscal year 2013-2014, complete the **Annual Vendor Check Order Form**. The new checks are expected to be delivered to the colleges by **June 30, 2013**.

NOTES:

- Colleges carefully check your inventory. If you are concerned you may run out prior to receiving your order, immediately call Denise Priddy at (425) 803-9706.
- Colleges not ordering checks at this time need to return the form indicating you are not ordering at this time. You have the option to order at a later time, but the cost may be higher.

IN-HOUSE COLLEGES:

For colleges that print their checks at SBCTC-IT the **Detailed Vendor Check Inventory** is a spreadsheet with current fiscal year vendor check information to help assist in determining the quantity of checks needed for next fiscal year 2013-2014.

Complete the Annual Check Order Request Form with the following information:

- Number of checks to be ordered
- Beginning check number
- Number of plies (parts)
- NCR paper
- MICR coding specifications sheet from a new bank (if applicable)
- Changes in address, phone number, check color, or logo. (If making a logo change, if possible, please send it in a vectored EPS file.)

Email the completed Check Order Request Form to [Denise Priddy](mailto:Denise.Priddy@sbctc.edu) by **April 19, 2013**.

If you have any questions or concerns, please contact Customer Support at 425-803-9721 or support@sbctc.edu.