

## CHECK STOCK REQUEST FORM

This form is to be completed and submitted to UW-Shared Services at [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu) with the Subject Line: Check Stock. Cost for check stock plus shipping may be charged back to the university placing the order.

*All fields are required for processing :*

<b>To be completed by the Bursar/Accounts Payable Office(s):</b>			
University:			
Please complete the following:			
<b>Total quantity of check stock (increments of 100)</b>			
<b>Ship to Attn (Employee):</b>			
<b>Confirm Shipping Address: (enter shipping address in box below) P.O. Box address is not allowed.</b>			
<b>Provide funding / cost center for cost of check stock + shipping :</b>			
<b>Employee's Print Name:</b>		<b>Email</b>	
<b>Employee's Signature:</b>		<b>Date:</b>	