

SAM—CASH

ENDORSEMENT PLACEMENT AND INK COLOR

8034.2

(Revised 03/11)

Departments will endorse checks, money orders, warrants, and other negotiable instruments in the first 1 1/2" from the trailing edge. This 1 1/2" is identified as the "payee signature" endorsement area in SAM 8034.2 Illustration. The endorsement areas for the "bank of first deposit" and "subsequent endorser" are also identified in this illustration. Endorsements will not be placed in the MICR Clear Band.

Purple ink will not be used for any state department endorsement. Purple ink is reserved for the "bank of first deposit" endorsement.

Certain money orders, warrants, or other negotiable instruments may have language pre-printed in the area designated for the "payee" endorsement. These instruments may be endorsed in the "subsequent endorser" area if the department endorsement will not fit in the remaining area for the "payee" endorsement.

Departments that cannot comply with this section must request a written exemption from the Department of Finance, Fiscal Systems and Consulting Unit.

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(Revised 12/10)

Trailing Edge Check Front Leading Edge

Jane O. Public 1 Main Street Hometown, USA	1234
	_____ 20 _____
Pay to the order of _____	\$ _____
_____	Dollars
Hometown Bank	_____
	Signature

(Over)

Leading Edge Check Back Trailing Edge

Subsequent Endorsement	Depository Bank ▶ 987654321 ◀ HOMETOWN BANK HOMETOWN, USA June 15, 2010 <i>Bank of First Deposit</i>	Payee Endorsement
MICR CLEAR BAND (LEAVE THIS AREA BLANK)		
←----- 3" -----→		←----- 1 1/2" -----→