



Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California
CONTRACT NOTIFICATION
****MANDATORY****

CONTRACT NUMBER:	1-08-75-02
DESCRIPTION:	Checks, Individual & Continuous
CONTRACTOR(S):	Columbia Business Forms, Inc.
CONTRACT TERM:	11/18/2008 through 11/17/2010
DISTRIBUTION LIST:	Statewide Posted Electronically on http://www.pd.dgs.ca.gov/contracts/75-02
STATE CONTRACT ADMINISTRATOR:	Christina Nunez (916) 375-4482 christina.nunez@dgs.ca.gov

Original Signed

Jim Butler, Deputy Director

Effective Date: **11/18/2008**

Contract (Mandatory) 1-08-75-02
Contract Notification and User Guide

1. SCOPE

The State's contract with Columbia Business Forms, Inc. (contractor) is a mandatory contract that provides individual and continuous checks at contracted pricing to the State of California and local government agencies in accordance with the requirements of Contract # 1-08-75-02. The contractor shall supply all individual and continuous checks as identified in the contract and will be the primary point of contact for data collection, reporting, and distribution of individual and continuous checks to State departments and local agencies.

Note: A local agency is any city, county, and county district, or local governmental body or corporation empowered to expend public funds (California Public Contract Code Section 10298).

The contract term is for two (2) years, and the State has the option to extend the contract for one (1) additional one (1) year period or portion thereof. Terms and conditions shall remain the same for the entire contract period including any extensions. Exercising the contract extension option shall be by mutual agreement between the contractor and the State. If a mutual agreement cannot be met the contract may be terminated at the end of the current contract term.

2. CONTRACT PRICING STRUCTURE

All pricing is listed on Attachment A, Contract Pricing.

3. CONTRACT USAGE/RULES

- A. The use of this contract is mandatory for all State departments and optional for local government agencies.
- B. Ordering State departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contract Manual Volume 2 and 3, as applicable.
- C. Prior to placing orders against this contract, State departments must have been granted purchasing authority by the Department of General Services, Procurement division (DGS/PD) for the use of the State's contracts. The department's current purchasing authority number must be entered in the appropriate location on each purchase document. Departments that have not been granted purchasing authority by DGS/PD for the use of the State's contracts may access the Purchasing Authority Application at <http://www.pd.dgs.ca.gov/deleg/pamanual.htm> or may contact DGS/PD's Purchasing Authority Management Section by e-mail at pams@dgs.ca.gov.
- D. State departments and local agencies are required to have a Department of General Services (DGS) agency billing code prior to using this contract. DGS agency billing codes may be obtained by contacting the DGS billing code contact and providing the following:
 - State department or local agency name
 - Contact name
 - Telephone number
 - Mailing address
 - Facsimile number and e-mail address

Email the required information to the following DGS billing code contacts:

- Marilyn.ebert@dgs.ca.gov and
- Wilson.lee@dgs.ca.gov

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4. DGS ADMINISTRATIVE FEES

The DGS will bill State Departments and local agencies an administrative fee for use of this contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS. (You may click on "DGS Price Book" at: <http://www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm> for current fees.)

5. CONTRACT ADMINISTRATION

Both the State and the contractor(s) have assigned contract administrators as the single points of contact for problem resolution and related contract issues.

State Contract Administrator: Christina Nunez
Address: DGS/Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605
Telephone: (916) 375-4482
Facsimile: (916) 375-4613
E-Mail: christina.nunez@dgs.ca.gov

Columbia Business Forms
Contract Administrator: Edward Garcia
Address: Columbia Business Forms, Inc.
1493 N. Montebello Blvd., Suite 202
Montebello, CA 90640
Telephone: (323) 721-7942
Facsimile: (323) 888-1844
E-Mail: martina@columbiabusinessforms.com

6. PROBLEM RESOLUTION

State departments and/or contractors shall inform the State's contract administrator of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc.

7. PURCHASE EXECUTION

A. State departments must use the Purchasing Authority Purchase Order (Std. 65). An electronic version of the Std. 65 is available at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). All Purchasing Authority Purchase Orders (Std. 65) must contain the following:

1. Agency Order Number (Purchase Order Number)
2. Purchasing Authority Number
3. Ordering Agency Name
4. Agency Billing Code
5. Leveraged Procurement Number (Contract Number)
6. Commodity Code Number
7. Line Item number
8. Quantity
9. Unit of Measure
10. Product Description
11. Unit Price
12. Extension Price

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Departments and local agencies shall also provide the contractor with the following printing information:

1. Name of Department/Agency
 2. Account Number
 3. Beginning and ending serial numbers
 4. Color of original if other than blue tint
- B. Local agencies may submit a local agency purchase order following the same guidelines as described above. The purchase documents must include the same data elements as listed above. (Exception: Purchasing Authority Number is used by State departments only) Local agencies must obtain a State-issued billing code prior to submitting orders.
- C. All State Departments and local agencies will submit a copy of executed purchase documents to:

DGS - Procurement Division (IMS# Z-1)
Attn: Data Entry Unit
707 Third Street, 2nd Floor North
West Sacramento, CA 95605-2811

8. ORDERING PROCEDURE:

State departments and local agencies must submit a Purchasing Authority Purchase Order (Std. 65) or local agency purchase order directly to the contractor in time for the consolidation periods listed on page 5 of this User Instructions.

When using any of the following ordering methods, all State departments must conform to proper State procedures. There are three ordering methods available on this contract:

- U.S. Mail
- Facsimile
- Email

The ordering information is listed below:

Company Name: Columbia Business Forms
Address: 1493 N. Montebello Blvd., Suite 202
Montebello, CA 90640
Facsimile: (323) 888-1844
Email: martina@columbiabusinessforms.com

9. ORDER ACKNOWLEDGEMENT

Within 48 hours, the contractor must confirm receipt of the purchase order either via e-mail or facsimile, providing the user a receipt acknowledging the order. The acknowledgement must include total cost and delivery date information.

10. MINIMUM ORDER

The minimum order shall be 1,000 for continuous checks and 20,000 for individual (agency trust emergency) checks.

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11. AGENCY TRUST EMERGENCY CHECKS:

Individual (agency trust emergency checks) shall be utilized by the Office of the State Treasurer only.

12. SPECIFICATIONS

All products offered must conform to the attached State of California Bid Specification Number 7530-0332R1 (Attachment B), dated September 26, 2008.

13. ORDER AND DELIVERY SCHEDULES

Departments and local agencies will submit their normal check requirements on a Purchasing Authority Purchase Order (Std. 65) or local agency purchase order directly to the contractor in time for the consolidation periods listed below.

Orders received by contractor for consolidation on or before:

12/02/08	2/02/09	4/01/09	6/01/09	8/03/09	10/01/09
12/01/09	2/01/10	4/01/10	6/01/10	8/02/10	10/01/10

Will be delivered to departments on or before:

1/02/08	3/02/09	5/01/09	7/01/09	9/01/09	11/02/09
1/04/10	3/01/10	5/03/10	7/01/10	9/01/10	11/01/10

Departments and local agencies must provide the contractor with the following printing information:

1. Name of Department/Agency
2. Account Number
3. Beginning and ending serial numbers
4. Color of original if other than blue tint

Note: In accordance with paragraph 15 of the General Provisions entitled "Delivery", the contractor shall strictly adhere to the delivery terms and completion schedule as specified in this solicitation. Failure to comply with the delivery requirements, as stated, may be considered a breach of contract and subject the contractor to General Provisions 26, entitled "Rights and Remedies of the State for Default".

14. FREIGHT ON BOARD (F.O.B.) DESTINATION

All prices are F.O.B. destination; freight prepaid by the contractor, to the ordering organization's receiving point. Responsibility and liability for loss or damage for all orders will remain with the contractor until final inspection and acceptance, when all responsibility will pass to the ordering organization, except the responsibility for latent defects, fraud, and the warranty obligations.

15. PACKAGING

Continuous form checks shall be fan folded two (2) up, 1000 per box. Folding shall be by machine to ensure uniformity in refolding after processing. Set form check shall be paper banded in sets of 100 per packages. There shall be 10 packages per box. Shipping boxes shall not weigh more than 65 pounds (29.5 kg).

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All packaging and shipping shall conform to applicable Federal and State Regulations and conform to good commercial practices. The gross weight of each shipping box shall not exceed 65 pounds. All shelf boxes and shipping cartons shall be of adequate crush strength to accommodate double stacking of pallets and be reusable for repackaging.

16. MARKING

Each shipping carton shall be clearly end marked with the following:

1. Supplier Name
2. Commodity
3. Quantity
4. Color Sequence
5. Serial Numbers (indicate consecutive numbers and any break in sequence)
6. Purchase order number

17. DEFECTIVE MATERIALS

Checks shall be free from defects that degrade appearance, performance and serviceability. Checks shall be replaced that are proven defective in design, material and workmanship on a carton for carton basis at no cost to the State of California. Rejected checks shall be replaced within 30 days. No overrun or underrun shall be accepted. Quantities and numbers are to be exact, except for missing numbers. Account shall be made to the ordering agencies of breaks in serial numbered sets, and the disposition of the missing numbered sets.

18. INVOICING

The contractor is to render invoices as instructed on individual orders. The contractor's invoice must include at a minimum:

1. Contractor's name, address and telephone number
2. Leveraged Procurement Number (Contract Number)
3. Agency purchase order number
4. Line item number
5. Commodity code number
6. Quantity purchased
7. Contract price and extension
8. State sales and/or use tax
9. Prompt payment discounts/cash discounts, if applicable
10. Totals for each order

The State's obligation to make payment pursuant to the contract is subject to availability of appropriation funds. Receipt of a Purchasing Authority Purchase Order under this contract is proof of funds for that order.

19. PAYMENT

Payment terms for this contract are net forty-five (45) days. Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 etc. seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty-five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

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20. PAYEE DATA RECORD

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. Departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. Ordering departments should contact the appropriate contractor(s) for copies of the Payee Data Record.

21. CALIFORNIA SELLER'S PERMIT

The California seller permit number for the contractor is listed below. Departments can verify that the permits are currently valid at the following website: www.boe.ca.gov. State departments must adhere to the file documentation requirements identified in the State Contract Manual Volume 2 and Volume 3, as applicable.

Contractor Name	Seller Permit #
Columbia Business Forms	17741849

22. RECYCLED CONTENT

State departments are required to report the purchase of virgin and recycled paper on a fiscal-year basis. Please see attached Postconsumer-Content Certification for the recycled material percentage for each line item.

Note: When executing a Std. 65, departments are reminded to check the "Recycle" column when the product being purchased is a reportable product as instructed in section 19 of the Std. 65 instructions.

23. SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION

The small business (SB) and disabled veteran business enterprise (DVBE) certifications and percentages for each contractor are listed below. Departments can verify that the certifications are currently valid at the following website: <http://www.pd.dgs.ca.gov/smbus/default.htm>.

Contractor Name	OSDS Certification #	SB Percent (%)	DVBE Percent (%)
Columbia Business Forms	3252	100%	0%

ATTACHMENTS

- Attachment A – Contract Pricing
- Attachment B – Checks Specification 7530-0332R1
- Postconsumer Content Certification

Attachment A Contract Pricing

Checks, Individual & Continuous 1-08-75-02

Contact Line Item # (CLIN)	Description	Unit of Measure	Contract Unit Price
1001	Check Individual Original & 2 Copies (Agency Trust Checks)	MX	\$64.00
1002	Check Continuous Original (Without Copies)	MX	\$43.00
1003	Check Continuous Original & 1 Copies	MX	\$56.00
1004	Check Continuous Original & 2 Copies	MX	\$64.00
1005	Check Continuous Original & 3 Copies	MX	\$83.00
1006	Carbonless Paper	MX	\$16.00
1007	Charge For Cutting Top Right Corner	MX	\$4.00
1008	Charge For Color (on original) Other Than Standard Blue	EA	\$50.00
1009	Charge For Cutting Top Left Corner	MX	\$4.00
1010	Plate Charge (Print Format Change on Copies)	EA	\$100.00

Unit of Measure Key
MX = 1000
EA = 1

STATE OF CALIFORNIA



Bid Specification Checks, Paper, Individual and Continuous Attachment B

7530-0332R1

- 1.0 SCOPE** This specification covers State of California checks in continuous and single check copy form set suitable for magnetic ink character recognition (MICR) encoding and reading.
- 2.0 SPECIFICATIONS AND STANDARDS** Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3.0 REQUIREMENTS

3.1 Configuration

- 3.1.1 Construction:** Continuous and single check copy sets shall consist of original and up to three copies with interleaved carbons or if specified shall be constructed of carbonless (chemical transfer) paper.

All originals and copy sheets, in the final issue form, shall be 7.0 ± 0.031 inches (177.8 ± 0.8 mm) in length by 3.50 ± 0.031 inches (88.9 ± 0.8 mm) in height exclusive of any stubs. The edges shall be cut square and true at right angles, and shall be free from creases. Dimensions given shall be determined after proper conditioning in accordance with Technical Association of the Pulp and Paper Industry (TAPPI) T 402, Conditioning of Paper and Paperboard for Testing.

If specified, the top right or left hand corner shall be diagonally cut off 0.25 inch (6.3 mm) and 0.38 inch (9.5 mm) along the top and side respectively. The checks and warrants shall not be scored for folding.

The original shall be No. 4 OCR bond, white with blue safety tint. Gray, pink, green and yellow safety tint colors shall also be available.

One, two or three copy sheets shall be available and shall be of chemical bond paper of the following colors:

First Copy (if required)	white
Second Copy (if required)	blue
Third Copy (if required)	pink

- 3.1.1.1 Continuous Form:** Continuous form checks shall be "two up" - two check width. Single horizontal lines of perforations shall attach consecutive checks to each other with five (5) teeth per inch. The original, copies and carbons shall be positively secured at both left and right stubs and shall hold throughout the normal automatic processing procedure. Crimping (finger lock) shall be available if requested. Both right and left stubs shall be 0.5 ± 0.031 inch (12.7 ± 0.8 mm) wide and be punched for computer printer use. Both right and left stubs shall be perforated with five (5) teeth per inch.

Each stub shall have seven (7) holes with diameter 0.156 ± 0.016 inches (3.9 ± 0.4 mm) spaced 0.5 ± 0.016 inch (12.7 ± 0.4 mm) on center. The center of the holes nearest the top horizontal perforation (top of each check) shall be 0.25 ± 0.016 inches (6.3 ± 0.4 mm) from the top perforation. The holes shall be 7.5 ± 0.016 inches (190.5 ± 0.4 mm) on center in the horizontal dimension and equidistant from the edge of the checks. Any tolerance taken in height, 3.5 inch (88.9 mm) dimension, and vertical spacing of the holes must be proportional to provide proper register.

Breaks in Box: A maximum of 1 break per every ten (10) boxes of continuous check forms shall be acceptable. A box with a break in continuous forms shall not have more than one (1) break in the box. Each box of checks with a break shall be clearly identified on the outside of the box with the words "BREAK IN BOX". Location of break shall be identified with a marker which may be removed by the operator and not cause any damage to the checks or problems with machine performance. Deliveries of less than ten boxes shall not have any breaks.

Splices: Splices are acceptable providing the machine performance of the continuous form is not affected. A special tape shall be utilized for the splices. The tape shall be $3/8$ inch in width and pre-perforated along the center line of its continuous length. The tape shall only be applied to the backside of the continuous form. When the spliced joint is burst, the splicing tape shall burst along the pre-perforated line and the split halves of the joint tape shall remain adhered to each part of the separated form. An acceptable tape for splicing of continuous forms is: Skip Slit Splicing Tape, part no. 113T-1061, Universal Tape Co. (Telephone Number 609-653-3191)

3.1.1.2 Single Checks: Single checks in set forms shall have a perforated stub on the right side with five (5) teeth per inch. The original, copies and carbon sheets shall not tear or skew when processed on a typewriter or handwritten upon with a ballpoint pen. The carbon shall be full height in the 3.5 inch (88.9 mm) dimension and 0.25 ± 0.063 inch (6.4 ± 1.6 mm) short in length on the left side. The stub on the right side shall be 0.50 ± 0.031 inches (12.7 ± 0.8 mm) wide.

3.1.2 Printing: The checks shall be printed as shown in Figure 1 (See Note). Ordering agency may request to have their organization name printed on the front of checks. Organization name shall be printed on the lower right hand area above the signature line and below the issue date and check amount boxes. The printing shall be with black ink, as specified in Section 3.2.4.

NOTE: The State reserves the right to modify the print format shown in Figure 1. Pre-production printing proofs may be required from the successful bidder.

Printing on back of original check shall consist of two instructional statements to endorsee(s) and one endorsement line per Figure 1.

The first statement shall read in letters not less than 0.063 inch (1.6 mm) in height "This warrant must be endorsed by payee exactly as drawn and when made payable to more than one payee each payee must endorse". This statement shall occupy a rectangular space not larger than 3.12 x 0.25 inches (79.4 x 6.4 mm). Printing shall be centered between top and bottom edges in clear letters and offset from the trailing edge not more than 0.125 inch (3.2 mm).

The endorsement line shall parallel the check or warrant trailing edge at spacing of $1.50, \pm 0.031$ inch ($38.1, \pm 0.8$ mm). The line shall be centered between top and bottom edges and approximately 3.063 inches (77.8 mm) long.

Underprinting the line in letters 0.063 inch (1.6 mm) in height shall be instructional statement "Endorse above this line". Underprinting shall parallel trailing edge and be centered between top and bottom edges. Overall measurement from trailing edge to bottom of letters in underprinting shall be 1.5 ± 0.016 inches (38.1 ± 0.4 mm).

All printing shall be with black ink as specified in Section 3.2.4. The printing shall be in register for the original and all copies within 0.031 inch (0.8 mm). The printing shall be legible and without excess ink.

The MICR encoding placement and design shall comply with the requirements of American National Standards Institute, ANSI X9.100-160 Part 1-2004 "Placement and Location of Magnetic Ink Printing (MICR)". Field spaces shall be in accordance with Figure 2.

All copy sheets shall be plainly marked "NON NEGOTIABLE", and also "DUPLICATE", "TRIPLICATE" or "QUADRUPLICATE" as applicable.

3.1.2.1 Check Security Features:

As a minimum, the following check security features are to be included in the manufacturing/printing of the checks:

<u>FEATURE</u>	<u>DESCRIPTION</u>
Void Pantograph Check Stock	A multi-tone pantograph with the screening from dark to light to dark. Disguises the word "VOID" or "COPY" within the background printing of the document. The word appears when copied on black and white or color copiers.
Artificial Watermark	A logo or other design printed in white ink on backside of check. It can only be seen when paper is held at a 45° angle and will not copy.
Dollar Amount Space Security	A security feature in the dollar amount space which will indicate any alteration attempts. May be a patch coating, repeated pattern of micro printing or other comparable security method.
Warning Band	A one line message at top and/or bottom of check calling attention to security features to encourage verification of authenticity.

3.2 Materials: All stock shall be free from residual chemicals, slime, carbon or other electrically conductive spots which may cause incorrect operation. All stock shall be manufactured, treated and cured in such a manner as will not necessitate increased servicing of the machines through the accumulation of deleterious matter from the paper.

3.2.1 > Original: The original shall be No. 4 OCR bond paper and shall comply with the requirements listed below.

<u>Criteria</u>	<u>TAPPI Method</u>	<u>Requirement</u>	<u>Carbonless</u>
Basis Weight-based on 500 sheets, 17 x 22 inches (43.2 x 55.9 cm) 500 sheets	T-410	28 lbs (±5%) 105 g/m ² (±5%)	26 lbs CB 98 g/m ²
Thickness	T-411	5.3 mils (±0.4) 0.13 mm (±0.01)	
Brightness	T-452	81.5% (min.)	
Opacity	T-425	89.0% (min.)	
Tear Resistance, Average both directions	T-414	80 g (min.)	
Burst	T-403	30 psi (min.)	
Smoothness, Sheffield	T-538	120-180	
Dirt Count	T-437	10 ppm (max.)	
Dirt Particle Size, Diameter Measure	T-437	0.006 in.(max.) 0.15 mm (max.)	

3.2.2 > Copies: The copies shall be No. 4 chemical bond paper or better.

The paper shall comply with the following requirements:

<u>Criteria</u>	<u>TAPPI Method</u>	<u>Requirement</u>	<u>Carbonless</u>
Basis Weight (17 x 22 inches, 500 sheets)	T-410	12 lbs (±5%)	14 lbs (±5%) CFB 15 lbs (±5%) CF
Thickness	T-411	2.5 mils (±0.4)	

NOTE: Should carbonless paper (chemical transfer) checks be specified, the paper's physical properties for both the original and copies, shall be comparable to the above listed requirements.

- 3.2.3** Carbon: When processed as intended, the check's carbon paper shall be of suitable quality, capable of producing three legible copies at one time without smudging. The carbon paper color shall be black.
- 3.2.4** Ink: Ink shall be magnetic for MICR reading as required by Figure 2 and suitably non-magnetic for all other printing. Ink shall be compatible with paper and shall not smear, fade or bleed through.
- 3.3** Performance: This specification describes check criteria considered important to design and performance on State check processing equipment. Paper shall demonstrate either a workable curl which can be overcome with reasonable working conditions or no tendency to curl. Checks shall be designed for intended use.
- 3.4** Workmanship: The checks shall be free from defects that degrade appearance, performance and serviceability.

**STATE OF CALIFORNIA
OFFICE OF STATE TREASURER
AGENCY TRUST CHECK FORMAT**

KNOW YOUR ENDORSER - REQUIRE IDENTIFICATION

**PHILIP ANGELIDES, TREASURER
STATE OF CALIFORNIA
SACRAMENTO**

ACCOUNT - NUMBER - SERIAL
420 - 151008

WARNING: THIS NUMBER
BLEEDS THROUGH PINK
TO THE BACK

90-1342
1211

PAY TO THE ORDER OF

VOID

ISSUE DATE CHECK AMOUNT

STATE WATER RESOURCES CONTROL BOARD

By _____

DO NOT SIGN HERE - PENALTY ON ENDORSEMENT

DO NOT SIGN HERE - PENALTY ON ENDORSEMENT

WARNING
DO NOT CASH UNLESS YOU CAN VERIFY
THE WORDS SAME ON THE FACE AND A WATERMARK
ON THE BACK. HOLD AT A 90 ANGLE TOWARD
OR AWAY FROM LIGHT OR SHADE WITH THE EDGE
OF A COIN OR DARK HOLESLIGHTER.

THIS 9 DIGIT CONSECUTIVE MICR NUMBER APPEARS PINK ON THE REVERSE SIDE

⑈0420⑈ ⑆121113423⑆ 001510083 ⑈

Agency Account No. ABA Routing & Transit No. Check Serial No. Check Digit Front Leading Edge

(Preceded by 00)

THIS WARRANT MUST BE ENDORSED BY PAYEE EXACTLY AS DRAWN AND WHEN MADE PAYABLE TO MORE THAN ONE PAYEE EACH PAYEE MUST ENDORSE.

Rear Trailing Edge

VOID

Payees
Signature
Endorsement
Area

THIS WARRANT MUST BE ENDORSED BY PAYEE EXACTLY AS DRAWN
AND WHEN MADE PAYABLE TO MORE THAN ONE PAYEE, EACH PAYEE
MUST ENDORSE.

ENDORSE ABOUT THIS LINE

Figure 1

FOR AGENCY TRUST CHECKS

All M.I.C.R. encoding placement, design and printing shall comply with the requirements of American National Standards Institute, ANSI X9.100-160 Part 1-2004 "Placement and Location of Magnetic Ink Printing (MICR)". The field spaces shall be encoded as follows:

MICR DATA FIELD COLUMNS

<u>Continuous Form</u>	<u>Single Set</u>	<u>Description</u>
21, 46, 51	21, 45, 50	On - Us Symbol.
23	23	Check digit (Exact definition to be given at time of awarding contract).
24 - 29	24 - 29	6 - digit consecutive document serial number to be identical with document number printed in the upper right hand corner of document.
30 - 31	30 - 31	Zeros.
33, 43	33, 43	Transit Number Symbol.
34	34	ABA Check Digit = 3
35 - 38	35 - 38	ABA Transit Code Number = 1342
39 - 42	39 - 42	Repetitive Routing Number = 1211
47 - 50	46 - 49	Account number. Zero prefixes will be printed when this number has less than 4 significant digits.

All M.I.C.R. characters will be printed such that the middle of the character will be 5/16" from the bottom edge of the check so as to be printed in the center of the standard M.I.C.R. band.

Figure 2

To be completed by the State agency	
State Agency:	
Purchasing Agent:	PO #:
Phone:	E-mail:

Postconsumer-Content Certification

The State Agency Buy Recycled Campaign (SABRC) is a state mandated program that requires the reporting of all purchases made within 11 specified product categories. All state agencies are required to verify the recycled-content of all products purchased within each of these categories.

All businesses shall certify in writing to the contracting officer or his or her representative the minimum percentage, if not exact percentage, of postconsumer recycled-content (PCRC) material in the products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the minimum content requirements specified in law (see reverse side). The certification shall be furnished under penalty of perjury. The certification shall be provided regardless of content, even if the product contains no recycled material. A State agency may waive the certification requirement if the percentage of postconsumer material in the products, materials, goods, or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or a manufacturer or vendor Internet website.

Contractor/Company Name Columbia Business Forms, Inc.
1493 N. Montebello Blvd., Suite 202, Montebello, CA 90640 **Phone** 323-721-7942

Purchase Order # RFQ # RFP # IFB # Cal Card Order #	Item #	Product or Services Description	¹ Percent Postconsumer Recycled-Content Material	² SABRC Product Category Code	Meets SABRC
57075	1001	CHECK INDIVIDUAL ORIG. & 2 COPIES	9.9%	2	
57075	1002	CHECK CONTINUOUS (WITHOUT COPIES)	0%	2	
57075	1003	CHECK CONTINUOUS ORIG. & 1 COPY	15%	2	
57075	1004	CHECK CONTINUOUS ORIG. & 2 COPIES	9.9%	2	
57075	1005	CHECK CONTINUOUS ORIG. & 3 COPIES	15%	2	
57075	1006	CARBONLESS PAPER	0%	2	

Public Contract Code sections 12205 (a) (1), (2), (3) and (b) (1), (2), and (3)

Pursuant to Public Contract Code 12205(a)(1), I certify under penalty of perjury under the laws of the State of California that the above information is true and correct.

Edward G. Garcia  President 11/14/2008
 Print Name Signature Title Date

(See footnotes on the back of this page.)

To be completed by the State agency	
State Agency:	
Purchasing Agent:	PO #:
Phone:	E-mail:

Postconsumer-Content Certification

The State Agency Buy Recycled Campaign (SABRC) is a state mandated program that requires the reporting of all purchases made within 11 specified product categories. All state agencies are required to verify the recycled-content of all products purchased within each of these categories.

All businesses shall certify in writing to the contracting officer or his or her representative the minimum percentage, if not exact percentage, of postconsumer recycled-content (PCRC) material in the products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the minimum content requirements specified in law (see reverse side). The certification shall be furnished under penalty of perjury. The certification shall be provided regardless of content, even if the product contains no recycled material. A State agency may waive the certification requirement if the percentage of postconsumer material in the products, materials, goods, or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or a manufacturer or vendor Internet website.

Contractor/Company Name Columbia Business Forms, Inc.
1493 N. Montebello Blvd., Suite 202, Montebello, CA 90640 **Phone** 323-721-7942
Address

Purchase Order # RFQ # RFP # IFB # Cal Card Order #	Item #	Product or Services Description	¹ Percent Postconsumer Recycled-Content Material	² SABRC Product Category Code	Meets SABRC
57075	1007	CHARGE FOR CUTTING TOP RT CORNER	0%	2	
57075	1008	CHARGE FOR COLOR (ON ORIG.)OTHER THAN STANDARD	0%	2	
57075	1009	CHARGE FOR CUTTING TOP LEFT CORNER	0%	2	
57075	1010	PLATE CHARGE (PRINT FORMAT CHANGE ON COPIES)	0%	2	

Public Contract Code sections 12205 (a) (1), (2), (3) and (b) (1), (2), and (3)

Pursuant to Public Contract Code 12205(a)(1), I certify under penalty of perjury under the laws of the State of California that the above information is true and correct.

Edward G. Garcia  President 11/14/2008
 Print Name Signature Title Date

(See footnotes on the back of this page.)