

SAM - CASH

GENERAL ENDORSEMENT INSTRUCTIONS

8034.1

(Revised 2/2015)

Departments will endorse checks, warrants, money orders, and other negotiable instruments that are being physically deposited on the day they are received, to prevent them from being negotiated or endorsed by someone other than the department.

Endorsements will contain the following information:

1. The name of the bank in which the deposit is made. Exempt from this requirement are departments which process checks by presort machines that do not have multi-endorsement capabilities (presort departments).
2. A statement which credits the deposit to the state.

Example: For Deposit Only
California State Treasurer

3. The name of the department making the deposit.
4. A statement guaranteeing the validity of the endorsement. For example:
Absence of Prior Endorsement Guaranteed

The following is an example which satisfies the state's requirements:

(Bank Name)
For Deposit Only
California State Treasurer
(Department Name)
Absence of Prior End. Guaranteed

Current endorsement stamps/plates need not be altered or replaced. However, all new or replacement stamps/plates will include the preceding information.

If special circumstances prevent departments from including the preceding information in their endorsements, contact the State Treasurer's Office ([STO](#)), Centralized Treasury and Securities Management Division, at bankrec@sto.ca.gov for assistance.