Quick Start Guide
Treasurer’s Office – Deposit Supplies
Revised November 2014

Background
The following supplies may be ordered by contacting:

1. **Endorsement Stamp** – Gay Thompson, thompson.1123@osu.edu; 2-6261
   Each department must restrictively endorse all checks upon receipt. This prohibits the negotiation of the check if it is stolen.
2. **Bank Deposit Bags** – OSU Stores, Item #53741
3. **Department Deposit Slips (new branch profiles)** – Amy McMahon, mcmahon.100@osu.edu, 8-4118
5. **Remote Capture Machine** – Amy McMahon, mcmahon.100@osu.edu, 8-4118
6. **Credit Card Terminals** – Carole Fallon, fallon.82@osu.edu; 2-7792

Contact Information
The Office of the Treasurer
1590 North High Street, Suite 400
Columbus, Ohio 43201