

ORDER GUIDE



► PH: 800.553.9220

► F: 910.454.8822

► supplies@kevgroup.com

SCHOOL CASH SUPPLIES 2441 PRESIDENTIAL PKWY, MIDLOTHIAN, TX 76065

<https://supplies.schoolcash.com/scs/Login.aspx>



Login

Existing Users
Please enter a user name and password.

User Name:

Password:

☐ Next time log me in automatically

[Forgot Your Password?](#)

Login

New Users
Please enter a new user name and password and click "Continue".

User Name:

Password:

Confirm Password:

Continue >

Please pick a password at least 8 characters long,
with at least one uppercase letter, at least one
number and at least one of the following special
symbols: ! # \$ % + &



Order Guide

Login

Existing Users

Please enter a user name and password.

User Name:

Password:

☐ Next time log me in automatically

[Forgot Your Password?](#)

Login

Cancel

New Users

Please enter a new user name and password and click "Continue".

User Name:

Password:

Confirm Password:

Continue >

Please pick a password at least 8 characters long, with at least one uppercase letter, at least one number and at least one of the following special symbols: ! @ \$ % + &

If you are an existing user, enter your username and password below.

You must create an account if you are a first-time user

HOME PAGE

THIS GUIDE IS COMPATIBLE WITH OUR OTHER PRODUCTS.

SchoolCashSupplies

START

Shopping Cart

Orders

My Library

My Profile

Search Products

Home

Laser Checks

Deposit Tickets

Laser Receipts

Envelopes

Endorsement Stamp

Make a Payment

Reorder

Your Source for Official SchoolFunds Supplies



➤ Please click on the product of your choice.

➤ Checks are illustrated in this example

Search Products

[Home](#)

[Laser Checks](#)

[Deposit Tickets](#)

[Laser Receipts](#)

[Envelopes](#)

[Endorsement Stamp](#)

[Make a Payment](#)

[Reorder](#)

Select a Product to Begin



Secure Standard (LC999)



Hologram Secure (HC100)



CHECKS

► **LC999 Standard Check (most common)**

► **The HC100 Hologram Check has an additional security feature**

SchoolCashSupplies

StartShopping CartOrdersMy LibraryMy Profile

Secure Standard (LC999)

Step 1: PersonalizationStep 2: Bank InfoStep 3: OptionsStep 4: Approval

Color Options

School Imprint

Line 1
SCHOOL NAME

Line 2
STREET ADDRESS

Line 3
CITY/STATE/ZIP

Line 4
PHONE NUMBER

Line 5
OPTIONAL

Logo

Select...Upload...Clear

☐ Add logo to check center ☐ Add logo to stubs

NEXT

PDF PREVIEW

Quantity: 250 \$105.47 ADD TO CART

SCHOOL NAME
STREET ADDRESS
CITY/STATE/ZIP
OPTIONAL
DATE

CHECK NO.

DESCRIPTION	PURCHASE ORDER NUMBER	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT

DATE

CHECK NUMBER

SCHOOL NAME
STREET ADDRESS
CITY/STATE/ZIP
OPTIONAL
DATE

CHECK NO.

AMOUNT

PAY
TO THE
ORDER OF

OFFICE COPY

SCHOOL NAME
STREET ADDRESS
CITY/STATE/ZIP
OPTIONAL

CHECK NO.

DESCRIPTION	PURCHASE ORDER NUMBER	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT

PAYEE:

CHECK NUMBER:
CHECK DATE:
CHECK AMOUNT:

STEP 1: PERSONALIZATION

- ▶ A preview of each line will appear on page 2.
- ▶ To add one of our logos, click select.
- ▶ Upload your own logo by clicking the upload button.

STEP 2: BANK INFORMATION

► Using a scanner, scan a current check and upload to your PC.

► In the absence of a check, your bank's MICR specification sheet can be used. The form provides vendors with printing instructions. If one is not available, email supplies@kevgroup for assistance.

STEP 2: BANK INFORMATION

Supplies

Orders My Library My Profile USD

C999)

Step 3: Options Step 4: Approval

to

PDF PREVIEW

47 ADD TO CART

Check Sample

DOCUMENT IS PRINTED ON CHEMICALLY RESISTANT PAPER. THE BACK OF THIS DOCUMENT INCLUDES A LAMP-TEST FOR CHEMICAL WASH WARNING BOX.

UW-HARRIE BANK
CONCORD, NC 28025

66-1248/531

CHECK NO. 11002

DATE

Bank Fraction Number

AMOUNT

PAY TO THE ORDER OF

VOID VOID VOID

TRASUBER

PRINCIPAL

⑈011002⑈ ⑆0000000000 ⑆000000000000⑈

DESCRIPTION	PURCHASE ORDER NUMBER	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT
PAYEE:				
CHECK NUMBER:				
CHECK DATE:				
CHECK AMOUNT:				

- Checks and deposit tickets show the bank fraction number next to the bank name.

Standard (LC999)

STEP 2: BANK INFORMATION

► Page 1 design preview does not show bank numbers. We will add the numbers in production.

► Preview of page 2, routing and account numbers must be visible.

Field descriptions

Field Name	Field Description
Check Number	Must be a 10-digit number and must be the same as the MICR line. For a full explanation, see the "MICR" section of the "Check" document design specifications.
Routing Number	Must be a 9-digit number and must be the same as the MICR line. For a full explanation, see the "MICR" section of the "Check" document design specifications.
Account Number	Must be a 10-digit number and must be the same as the MICR line. For a full explanation, see the "MICR" section of the "Check" document design specifications.
Check Amount	Must be a 10-digit number and must be the same as the MICR line. For a full explanation, see the "MICR" section of the "Check" document design specifications.

Be sure your check account number is showing on the uploaded image shown to the right.

Number

345

PREV. NEXT PDF PREVIEW

\$105.47

ADD TO CART

STEP 3: OPTIONS

1 signature line

2 signature lines

Step 1: Personalization

Step 2: Bank info

Step 3: Options

Step 4: Approval

Signature Line Options


Number of Signature Lines
☒ One ☐ Two

Text Above Signature Lines
VOID AFTER 90 DAYS

Text Under Signature Line
AUTHORIZED SIGNATURE

Packaging Options

☒ Option A
☐ Option B
☐ Option C
☐ Option D



Standard Ascending printer pulls from the top, face up in tray, lowest number on top.

PREV

NEXT

PDF PREVIEW

Quantity: 250 \$105.47

ADD TO CART

CHECK NO. 12345

DESCRIPTION PURCHASE ORDER NUMBER SERVICE NUMBER ACCOUNT NUMBER AMOUNT

DATE CHECK NUMBER

CHECK NO. 12345

DATE CHECK NUMBER

OFFICE COPY

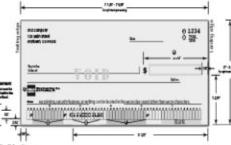
DESCRIPTION PURCHASE ORDER NUMBER SERVICE NUMBER ACCOUNT NUMBER AMOUNT

DATE CHECK NUMBER CHECK DATE CHECK AMOUNT

National Bank (COID 384) demand deposit accounts

MICR document design specifications

Checks



Field descriptions

1. Check Number

Field for the upper right corner and used to track the check number in the MICR line.

2. MICR Line

Field for the MICR line, which is a series of numbers and symbols used for automated processing.

3. Check Number

Field for the check number, which is a series of numbers used for tracking the check.

4. MICR Line

Field for the MICR line, which is a series of numbers and symbols used for automated processing.

5. MICR Line

Field for the MICR line, which is a series of numbers and symbols used for automated processing.

6. MICR Line

Field for the MICR line, which is a series of numbers and symbols used for automated processing.

7. MICR Line

Field for the MICR line, which is a series of numbers and symbols used for automated processing.

8. MICR Line

Field for the MICR line, which is a series of numbers and symbols used for automated processing.

9. MICR Line

Field for the MICR line, which is a series of numbers and symbols used for automated processing.

10. MICR Line

Field for the MICR line, which is a series of numbers and symbols used for automated processing.

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Step 1: Personalization

Step 2: Bank info

Step 3: Options

Step 4: Approval

Signature Line Options

Number of Signature Lines
☐ One ☒ Two


Text Above Signature Lines
VOID AFTER 90 DAYS

Text Under Top Signature Line
PRINCIPAL

Text Under Signature Line
TREASURER

Packaging Options

☒ Option A
☐ Option B
☐ Option C
☐ Option D



Standard Ascending printer pulls from the top, face up in tray, lowest number on top.

PREV

NEXT

PDF PREVIEW

Quantity: 250 \$105.47

ADD TO CART

CHECK NO. 12345

DESCRIPTION PURCHASE ORDER NUMBER SERVICE NUMBER ACCOUNT NUMBER AMOUNT

DATE CHECK NUMBER

CHECK NO. 12345

DATE CHECK NUMBER

OFFICE COPY

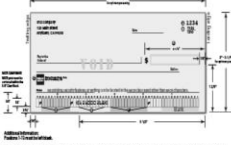
DESCRIPTION PURCHASE ORDER NUMBER SERVICE NUMBER ACCOUNT NUMBER AMOUNT

DATE CHECK NUMBER CHECK DATE CHECK AMOUNT

National Bank (COID 384) demand deposit accounts

MICR document design specifications

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➤ **Below Optional Name for Form enter the school's name and product description.**

➤ **Click on the Proceed to Checkout tab.**

➤ **Click on the Proceed to Checkout tab.**

REVIEW ORDER SHIPPING METHOD

SchoolCashSupplies

Start Shopping Cart Orders My Profile USD ▾

Shipping allowed to school or district office/warehouse only (no PO Boxes)
Please note that our standard production time is 7 -10 business days plus shipping time. Orders may ship sooner.
For example: A Second Day Air package will arrive 7 -10 business days plus the 2 day shipping time.

Review Order

Ship To [Add/Edit Shipping Address](#)

[Next Step](#)

[Cancel Checkout](#)

Price Estimate:	
Subtotal:	\$
Shipping:	\$
Tax:	\$
Total Price:	\$

Expedited shipping does NOT include our standard production timing of 7-10 days
The PRODUCTION RUSH option will produce your order within 1-2 days.
"\$50 rush charge"

Select a Shipping Method:

☒ UPS Ground: \$

☐ UPS 3 Day Select: \$

☐ UPS Second Day Air: \$

☐ UPS Next Day Air: \$

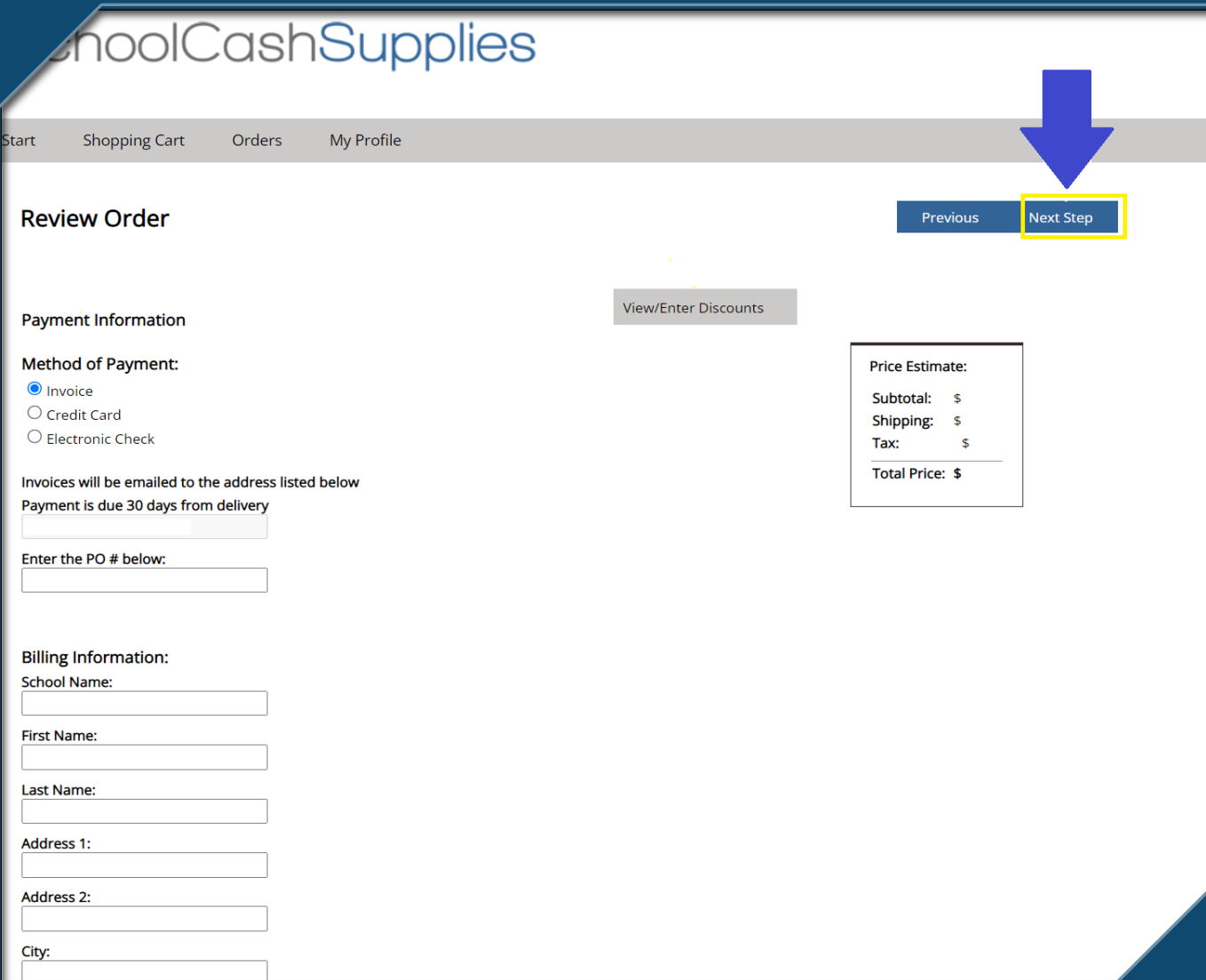
[Update Shipping Charges](#)

[Delivery methods are not subject to standard production timing](#)

► Please contact supplies@kevgroup.com if you do not see the Next Step tab.

► Your order will be stored in the shopping cart until it is submitted.

PAYMENT METHOD



SchoolCashSupplies

Start Shopping Cart Orders My Profile

Review Order

View/Enter Discounts

Payment Information

Method of Payment:

☒ Invoice
☐ Credit Card
☐ Electronic Check

Invoices will be emailed to the address listed below
Payment is due 30 days from delivery

Enter the PO # below:

Billing Information:

School Name:
First Name:
Last Name:
Address 1:
Address 2:
City:

Price Estimate:

Subtotal:	\$
Shipping:	\$
Tax:	\$
Total Price:	\$

Previous Next Step

Enter the PO number in the box to be invoiced.
When a PO is not available, enter the word
CHECK.

We email invoices along with shipping
notifications for orders.

Please remit payment to School Cash Supplies,
PO Box 841741, Dallas TX, 75248-1741.

[Shopping Cart](#) [Orders](#) [My Profile](#) USD

Review Order

Place Order

Cancel Checkout

Item	Product / Description	Date Modified	Quantity	Price
-	-			
-	-			\$
-	-			
D-SCS-7B78DC33				

Subtotal \$

Shipping +\$

Total Price \$

Place Order

Purchase orders & Payments payable to:
School Cash Supplies
PO Box 841741
Dallas, TX 75284-1741

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FINAL STEP

Following the submission of your order, you'll receive an email confirmation.

Upon shipment of the order, you will receive an email with the UPS tracking number.