

ORDER GUIDE



▶ PH: 800.553.9220

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▶ supplies@kevgroup.com

SCHOOL CASH SUPPLIES 2441 PRESIDENTIAL PKWY, MIDLOTHIAN, TX 76065

Supplies for School Cash Accounting & School Funds Online

US clients click here



Click on the US Flag

Canadian clients click here



Effective October 4th, 2021

All supply products prices will be increased

For details contact

Phone 800-553-9220

Email supplies@kevgroup.com

[HTTPS://SUPPLIES.SCHOOLCASH.COM/](https://supplies.schoolcash.com/)

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.



- 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

Secure Standard (LC999)

Step 1: Personalization Step 2: Bank Info Step 3: Options Step 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**



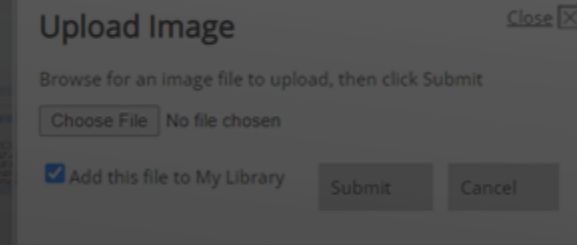
Preview of a check form with fields for School Name, Street Address, City/State/Zip, Phone Number, and Optional. Includes a table for Description, Purchase Order Number, Invoice Number, Account Number, and Amount. Also shows an 'OFFICE COPY' section with similar fields.

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.

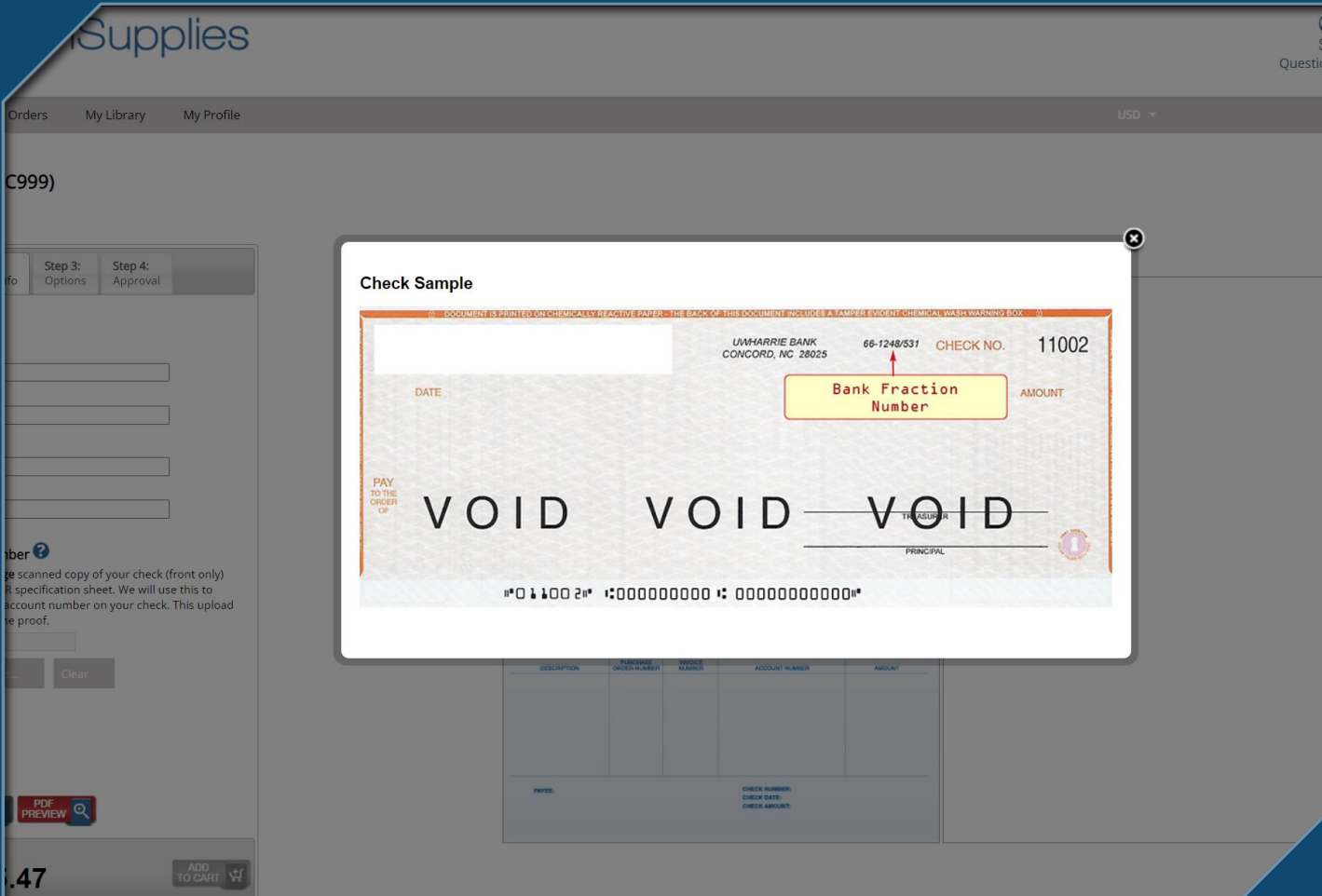
STEP 2: BANK INFORMATION

► 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.com for assistance.

STEP 2: BANK INFORMATION



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

Standard (LC999)

STEP 2: BANK INFORMATION

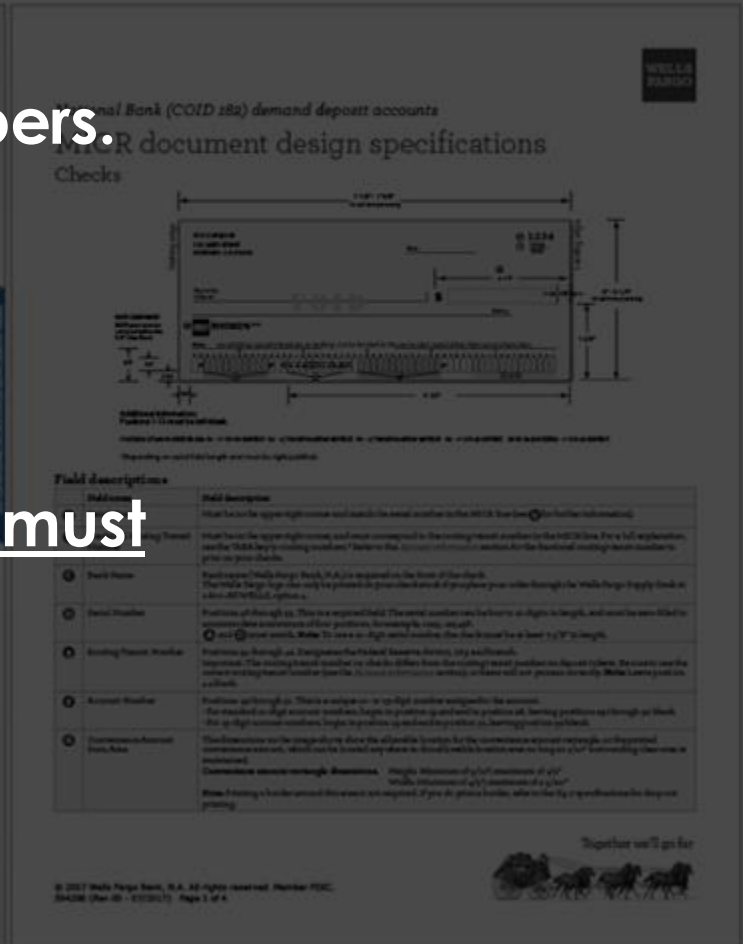
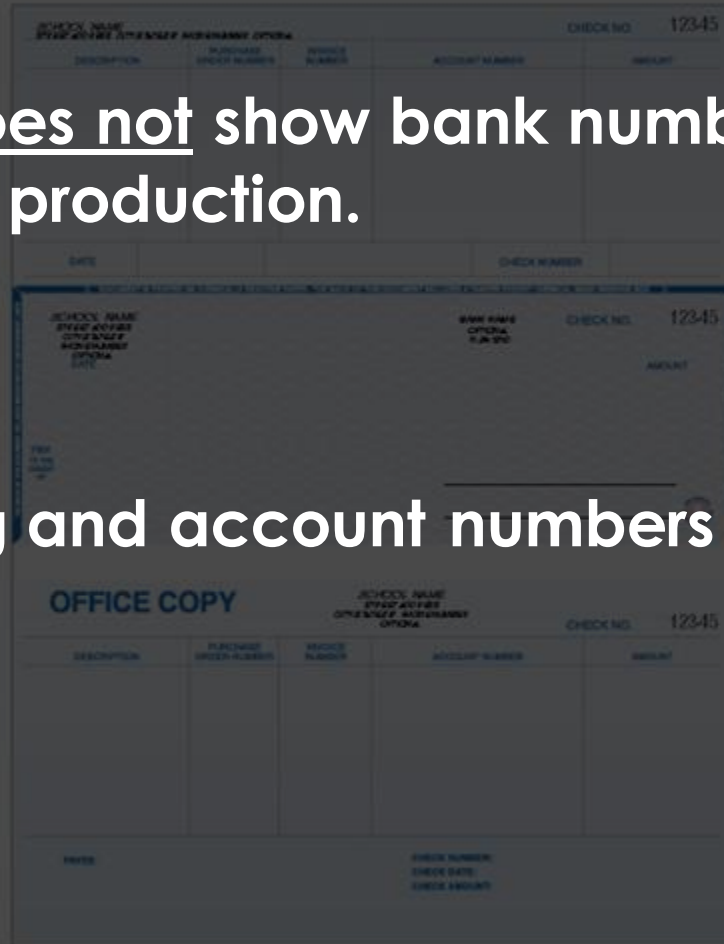
Step 2: Bank Info Step 3: Options Step 4: Approval

Information
Bank Name
BANK NAME
Bank Line 2
ADDITIONAL
Bank Fraction
24/1210
Additional Line

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

Routing & Account Number
Please upload a one page scanned copy of your check (front only).
one page bank M...
that the routing and account number on your check. This upload
show as page 2 of the proof.
Wells Fargo FULL N...
Number
345

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



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

Text Under Signature Line

Packaging Options


Option A
 Option B
 Option C
 Option D



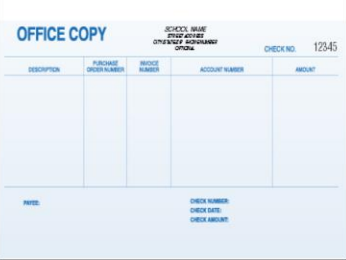
Standard Ascending printer pulls from the top, face up in tray, lowest number on top.

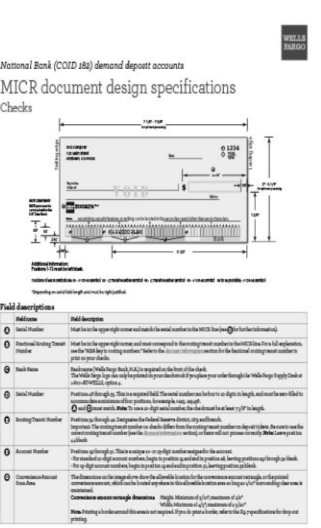
PREV
NEXT
PDF PREVIEW

Quantity: **\$105.47** ADD TO CART



OFFICE COPY





National Bank (COID 88) demand deposit accounts
Checks

Field descriptions

- Check Number:** Field for the upper right corner and back for each number of the MICR line (10 characters).
- Text Above Signature Line:** Field for the upper right corner and back for each number of the MICR line (10 characters).
- Text Under Signature Line:** Field for the upper right corner and back for each number of the MICR line (10 characters).
- Account Number:** Field for the upper right corner and back for each number of the MICR line (10 characters).
- Check Date:** Field for the upper right corner and back for each number of the MICR line (10 characters).
- Check Amount:** Field for the upper right corner and back for each number of the MICR line (10 characters).

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

Text Under Top Signature Line

Text Under Signature Line

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.

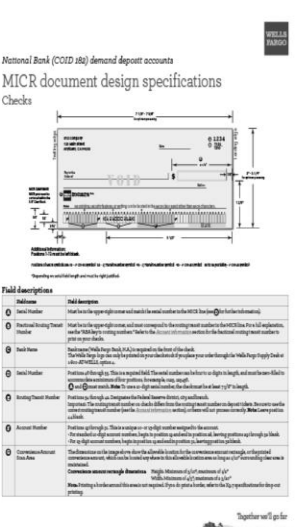
PREV
NEXT
PDF PREVIEW

Quantity: **\$105.47** ADD TO CART



OFFICE COPY





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- Check Date:** Field for the upper right corner and back for each number of the MICR line (10 characters).
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STEP 4: APPROVAL

Start Shopping Cart Orders My Library My Profile USD Welcome

Secure Standard (LC999)

Step 1: Personalization Step 2: Bank Info Step 3: Options Step 4: Approval

Optional Name for Form
SCHOOL NAME-CHECKS

APPROVED!

Click PDF preview below. By checking the box, I agree that spelling, content and layout are correct. I understand that my document will print exactly as it appears on the PDF preview and that I cannot make any changes once my order has been placed.

To place order:
1. Proofread and Approve your Design (above)
2. Click the ADD TO CART button (below)

PREV PDF PREVIEW

Quantity: 250 **\$105.47** ADD TO CART

OFFICE COPY

SECURE STANDARD (LC999) - SCHOOL NAME-CHECKS - Start #12345

MICR document design specifications

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

Start **SHOPPING CART** Orders My Library My Profile

ATTENTION
Please verify your starting number(s) are correct before placing the order. Click "Edit" to make any changes including updating your start number. Also click "Edit" to update checking account number by uploading a new MICR sheet or sample check.

Shopping Cart

'Secure Standard (LC999)' has been added to the Shopping Cart.

Proceed to Checkout Continue Shopping

Item	Product / Description	Date Modified	Quantity	Options	Price
D-SCS-3629F240	Secure Standard (LC999) SCHOOL NAME-CHECKS - Start #12345	10/13/2022 9:30 AM	250	Edit PDF Preview... Duplicate Delete Hold	\$ 105.47
Subtotal: \$ 105.47					

Proceed to Checkout Continue Shopping

To Place Order, click the Proceed to Checkout button above.

- 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](#)

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:	\$
<hr/>	
Total Price:	\$

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 Previous

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.