

**STATE OF NORTH CAROLINA
JUDICIAL BRANCH OF GOVERNMENT**

**CSC CHECK STOCK
DESTRUCTION VERIFICATION**

County Name

County Code #

Number Series		Count	Description	Reason Discontinued
From	To			

The above checks were destroyed in my presence.

Date	Signature	<input type="checkbox"/> Asst. CSC	<input type="checkbox"/> CSC	<input type="checkbox"/> FMA
Date	Signature	<input type="checkbox"/> Asst. CSC	<input type="checkbox"/> CSC	<input type="checkbox"/> FMA

(Two Signatures Required)

- INSTRUCTIONS:**
- (1) Complete the form noting the checks that are to be destroyed.
 - (2) Enter the beginning and ending numbers of the checks.
 - (3) Compute the total numbers of checks. Enter count.
 - (4) Enter the check description. For example: Bookkeeping - FMS
 - (5) Enter the reason the checks are discontinued. For example: Changed Bank Account, Closed Account
 - (6) Destroy checks using a shredder, if available.
 - (7) Obtain two signatures of personnel in positions listed above.
 - (8) Keep original and mail one copy to:

NCAOC Financial Services Division
PO Box 2448
Raleigh, NC 27602
Courier #56-10-50