

**MISSOULA COUNTY  
PRINT STANDARDS FOR MISSOULA COUNTY WARRANTS**

**Purpose**

This policy establishes minimum standards for the print layout of warrants issued from the Missoula County Treasury. For purposes of this policy, the terms "warrant" and "check" will be used interchangeably.

**Scope**

This policy is applicable to all County departments, funds, school districts, special purposes districts, and other entities whose warrants are paid against monies on deposit with the Missoula County Treasury.

**Administration**

Anyone with authority to order blank stock for warrants paid from the County Treasury is required to comply with this policy for supply orders placed after July 1, 2007.

**Policy**

The minimum standards must include the following 3 preprinted items (an example is included for reference):

- ① An eight-digit number must appear on the upper right-hand corner of the check and must match the first 8 digits of micr-encoding on the bottom left of the check. (See note below.) The font size of the warrant number should be visibly larger than the font used when the checks are printed from the entity's claim or payroll system.
- ② Bank name, address, and ABA code: First Interstate Bank, 101 E Front St, Missoula, MT 59802, 93-168/929.
- ③ The jurisdiction name must include reference to "The Treasurer of Missoula County".

**Note:** For jurisdictions with a single digit prefix (Hellgate Elementary [3, 4], Lolo Elementary [5, 6], Potomac Elementary [7, 8]), and Bonner Elementary [9] a leading zero is assumed.

Missoula County Public Schools

First Interstate Bank

2159551

The Treasurer of Missoula County  
615 South Avenue West  
Missoula, MT 59801



101 E Front Street  
Missoula, MT 59802

93-168/929

Date

Check No.

Amount

Pay to the  
Order of:

27159551 092901683 1400949473