

PRINTING REQUEST

DATE SUBMITTED / /	DATE REQUIRED / /	JOB REQUESTED BY: (NAME)	SITE or SCHOOL	TELEPHONE - -
PRE-APPROVALS: Signature _____ Date _____		PRE-APPROVALS: Signature _____ Date _____		
Principal/ Administrator: _____ / _____		Budget Services: _____ / _____ <small>(For compliance Verification)</small>		
Categorical/ Administrator: _____ / _____ <small>(For compliance Verification)</small>		Assistant/ Associate Superintendent: _____ / _____ <small>(If Required)</small>		

Budget Code I: Department _____

Fund	Resource	PY	Object	Location	Goal	Function	LOC 1	LOC 2

Budget Code II: Department _____

Fund	Resource	PY	Object	Location	Goal	Function	LOC 1	LOC 2

/// JOB CANNOT BE PROCESSED WITHOUT COMPLETION OF THE ABOVE ///

PAPER SIZE 8.5x11 <input type="checkbox"/> 8.5x14 <input type="checkbox"/> 11x17 <input type="checkbox"/>	PRINT INSTRUCTIONS One Side <input type="checkbox"/> Two Side <input type="checkbox"/> Tumble Style <input type="checkbox"/> Book Style <input type="checkbox"/>
PAPER TYPE Bond Paper <input type="checkbox"/> Letterhead <input type="checkbox"/> Card Stock <input type="checkbox"/>	PAPER COLOR White <input type="checkbox"/> Yellow <input type="checkbox"/> Pink <input type="checkbox"/> Goldenrod <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Salmon <input type="checkbox"/> <small>Ask if available in 11x17</small>
Business Cards District Format Layout 120 <input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/> 1000 <input type="checkbox"/>	NCR PAPER 2 PART <input type="checkbox"/> 3 PART <input type="checkbox"/> 4 PART <input type="checkbox"/> 5 PART <input type="checkbox"/>
Bindery Instructions Collate <input type="checkbox"/> Uncollate/Stack <input type="checkbox"/> Saddle Stitch <input type="checkbox"/>	Staple 1 <input type="checkbox"/> 2 <input type="checkbox"/> Spiral Bind <input type="checkbox"/> 3-Hole Punch <input type="checkbox"/> Half Fold <input type="checkbox"/> Pad Top <input type="checkbox"/> Side <input type="checkbox"/> 2-Hole Punch <input type="checkbox"/> Letter Fold <input type="checkbox"/>

Price list is on the TRUSD Website: Departments/Purchasing, Warehouse & Printing Services/ Printing/ Printing Services Catalog

	No. of Originals	No. of Copies	Cost per Copy	Est. Cost	Title or Description of Originals
JOB A					
JOB B					
JOB C					
JOB D					
Totals			\$	\$	

Special Instructions - Include Quantities	Budget Stamp

/// PRINT SHOP USE ONLY ///

Date Received	Operator	Log Number	Charges
Date Run	Operator		Additional Charges
Date Billed	Operator		Total