



Printing Requisition

SCHOOL/DEPARTMENT (Originator): _____

DATE ORDERED: _____ DATE NEEDED: _____

ACTIVITY FUND: Check here if buying from Activity Fund. Provide Proper funding code when buying from General Budget.

FUND	SOURCE OF FUND	FUNCTION	OPERATIONAL UNIT	PROGRAM CODE	PROJECT CODE	SUBJECT CODE	OBJECT
							65500

ITEM No.	WORK ORDER NUMBER	QUANTITY ORDERED	COMPLETE DESCRIPTION	TOTAL COST

Signatures Required	Date	TOTAL	
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REQUESTED BY: _____

WHITE - Business Office Copy
 CANARY - Career-Technical Copy
 PINK - Return Billing Copy
 GOLD - Originator/Customer Copy

PRINCIPAL/SUPERVISOR: _____

NOTE:

- SIGN** Form.
- Keep **GOLD COPY** for job tracking purposes and your records.
- FORWARD** remaining three (3) **SIGNED COPIES**, with **SAMPLE(S)** TO Metropolitan Print Shop, Rm 306.