

Job Number

ISD #318 - Requisition for Printing Service

Submit this form directly to the GRHS Print Shop.
An expense code must be listed on this form or it will be returned.

Requisitioned by

Phone #

School and/or Dept.

Date Requisitioned

Expense to be charged to
Subject, activity, etc.

Code

Title of Material

Copy supplied with request

Number of copies

Print material as instructions below

Date needed

Paper specifications
color

ink color

other detail

Additional instructions

Approvals

Building Principal/Supervisor/Other

Date

Print Shop Administrator

Date

Billing Information (To be completed by the Print Shop personnel.)

Date Completed:

Printer's initials:

Materials:

Delivery Information:

of impressions: