

## PRINTING REQUISTION

Date \_\_\_\_\_

To: Graphic Arts/Print Shop

From \_\_\_\_\_ Date Needed \_\_\_\_\_

Quantity	Description (RPMC#, Size, Color, Paper, etc)

School \_\_\_\_\_ Requested By \_\_\_\_\_  
Department \_\_\_\_\_ Principal Signature \_\_\_\_\_  
Fund \_\_\_\_\_ Pick up or send on Pony? \_\_\_\_\_  
\_\_\_\_\_ Contact Phone Number  
\_\_\_\_\_ email \_\_\_\_\_

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(Cut – Send one to Print Shop other for your records)

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