

**ROCK ISLAND PUBLIC SCHOOLS
PRINTING REQUISITION**

Please complete one form for each print order unless CLEARLY outlined on each set of originals.
Allow one week from the date the requisition is received at the administration center.
Every effort will be made to complete your order quickly.

Incomplete requisition forms may delay your copy order.

Your name (PRINT PLEASE)	School	Today's Date
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Date needed	Number of original pages sent	Number of copies needed
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Title/Description of Materials

Complete all four	{	Printed on	One side _____	Two sides _____
Unspecified default -one side -collated-NO -staple-NO -hole punch-NO		Collate	Yes ___ (1-2-3-4)	No ___ (1-1-1-1, 2-2-2-2)
		Staple	Yes ___	No ___
		Hole Punch	Yes ___	No ___

Print on:

___ White Paper (2.5 cents per side)

___ Colored Paper (3 cents per side) _____ *specify color(s)*

___ Astrobright Colors (4.5 cents per side) _____ *specify color(s)*

___ Card Stock (5.5 cents per side) _____ *specify color(s)*

___ Astrobright Card Stock (6 cents per side) _____ *specify color(s)*

Colors may be substituted based on availability.

This is copyrighted material but I have permission granted by _____.
If you have questions about legality of copying any type of material contact the Asst. Superintendent of Curriculum.

Signature of Budget Administrator	Budget Code if other than school print code
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Revised form 1/2016

Office use only...

Received _____	Copied _____	Ready _____
Out for delivery _____	Boxed with _____	
		Processed by _____