

Lubbock Independent School District

Requisition for Offset Printing/Copies

OFFSET PRINTING JOBS ORIGINALS IMPRESSIONS

<input type="checkbox"/> 8 1/2" x 11"	<input type="checkbox"/> SS	<input type="checkbox"/> DS	_____	_____
<input type="checkbox"/> 8 1/2" x 14"	<input type="checkbox"/> SS	<input type="checkbox"/> DS	_____	_____
<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> SS	<input type="checkbox"/> DS	_____	_____
<input type="checkbox"/> NCR • 2 • 3 • 4 • 5 part			_____	_____
<input type="checkbox"/> Letterhead			_____	_____
<input type="checkbox"/> Envelopes			_____	_____
<input type="checkbox"/> Business Cards			_____	_____
<input type="checkbox"/> Process Color			_____	_____
<input type="checkbox"/> Two Color			_____	_____
<input type="checkbox"/> Single Color			_____	_____
<input type="checkbox"/> Note Pads			_____	_____
<input type="checkbox"/> Other _____			_____	_____
	<input type="checkbox"/> SS	<input type="checkbox"/> DS	_____	_____

BINDERY JOBS PAGES BOOKS

<input type="checkbox"/> 3 Hole Drill	<input type="checkbox"/> 2 Hole Drill	_____	_____
<input type="checkbox"/> GBC Binding		_____	_____
<input type="checkbox"/> Collate		_____	_____
<input type="checkbox"/> Trim		_____	_____
<input type="checkbox"/> Fold	<input type="checkbox"/> Score	<input type="checkbox"/> Perforate	_____
<input type="checkbox"/> Cut	Finish Size: _____		_____
<input type="checkbox"/> Staple	<input type="checkbox"/> Corner	<input type="checkbox"/> Left	<input type="checkbox"/> Top
			<input type="checkbox"/> Saddle
<input type="checkbox"/> Other _____			_____

PADDING JOBS SHEETS PADS

<input type="checkbox"/> 4 1/4" x 5 1/2"	_____	_____
<input type="checkbox"/> 8 1/2" x 11"	_____	_____
<input type="checkbox"/> 8 1/2" x 14"	_____	_____
<input type="checkbox"/> 11" x 17"	_____	_____
<input type="checkbox"/> Chipboard	_____	_____
<input type="checkbox"/> Other _____	_____	_____
<input type="checkbox"/> Padded Top	<input type="checkbox"/> Bottom	<input type="checkbox"/> Left Side
		<input type="checkbox"/> Right Side

COPY MACHINE JOBS ORIGINALS COPIES

<input type="checkbox"/> Color Copies	<input type="checkbox"/> B&W Copies		
<input type="checkbox"/> 8 1/2" x 11"	<input type="checkbox"/> SS	<input type="checkbox"/> DS	_____
<input type="checkbox"/> 8 1/2" x 14"	<input type="checkbox"/> SS	<input type="checkbox"/> DS	_____
<input type="checkbox"/> 11" x 17"	<input type="checkbox"/> SS	<input type="checkbox"/> DS	_____
<input type="checkbox"/> Collate			_____
<input type="checkbox"/> Inserts	<input type="checkbox"/> SS	<input type="checkbox"/> DS	_____
<input type="checkbox"/> Covers	<input type="checkbox"/> SS	<input type="checkbox"/> DS	_____
<input type="checkbox"/> 3 Hole Punch	<input type="checkbox"/> 2 Hole Punch		
<input type="checkbox"/> 2-Fold	<input type="checkbox"/> 1/2-Fold	<input type="checkbox"/> Crease	
<input type="checkbox"/> Staple	<input type="checkbox"/> Corner	<input type="checkbox"/> Left	<input type="checkbox"/> Top
			<input type="checkbox"/> Saddle

FOR PRINT & COPY CENTER PERSONNEL ONLY

Date Requisition Received in Print & Copy Center	Date Posted

Date of Requisition _____ Requested Completion Date _____

Name of Campus or Department

Telephone Number for Person Signed Below

Signature of Person Responsible for Budget Item Listed Below

MUST BE FILLED OUT COMPLETELY

Fund	Func	Object	Sub	Org	Ext Code

JOB NAME / DESCRIPTION

Stock Ordered by Print Shop Customer Date _____

Ordered From _____ Quantity _____

Deliver Call for Pick Up Note _____

FOR PRINT & COPY CENTER PERSONNEL ONLY

Stock Ordered by Print Shop Date _____

Stock Arrived Date _____

Quantity _____

Job Start Date _____ Job End Date _____

Printed by _____ Start _____ End _____

Press Used _____ Plates Used _____

Paper Size _____ Reams _____ Sheets _____

Envelopes, Size _____ Boxes _____ Loose _____

Total Number of Impressions _____
 SS DS Setups Used _____

Copied by _____ Start _____ End _____

Copier Used _____ Inserts Prov. By _____

Beginning # _____ Ending # _____

Total Number of Copies _____

Padded By _____ Start _____ End _____

Chipboard Size _____ Amount Used _____

Cut By _____ Start _____ End _____

Collated By _____ Start _____ End _____

GBC # _____ Size _____ Start _____ End _____

Packaged By _____ Date _____

No. of Pkgs _____ No. of Boxes _____

Picked Up By _____ Date _____