

Date: _____
 Phone/Ext: _____

**SAN YSIDRO SCHOOL DISTRICT
 PRINT ORDER / FORMS REQUEST**

Approved by: _____

School/Department: _____ Originator: _____

Budget: _____ Date Needed: (No ASAP) _____
 (Order will not be processed without an account number) For large jobs (4000 copies or more) Please allow 5 working days See below for example

Job Title Form #	# of copies needed	# of pages to be copied	1-side or 2-side	Collated Yes/No	Bundled in Stacks of	Stapled A,B,C, D,E ##	Padded 50 100 or Other	Bond Paper Color	Cut A,B,C,D ##	Fold: A,B,C,D ##	2 (W/Y) Parts 3 (W/Y/P) 4 (W/Y/P/G) 5 (W/G/Y/P/G)	NCR: Indicate:	Indicate Paper type Paper size	(Write in)	
														Originator	Deliver to:
1.														All Schools	
2.														All Students	
3.														All Employees	
4.														Other:	
5.															
6.															
7.															

Special Instructions:

Cut: Other _____

Hole Punch: Comb Bind Thermal Bind

Fold:

Staple:

Labors/Hours	Received:
Paper	Completed:
Bindery	TOTAL:

* Total pages multiplied by number of copies.
 Example: 4000 of 1 page, 1000 of 4 pages, 500 of 8 pages Etc...
 For jobs requiring bindery services such as booklets & comb binding, please allow 10 working days

1 (W): Accounting 2 (Y): Return to originator with cost

A-22/CU Revised 3/10/11