

Req.#

## Fullerton Joint Union High School District Production Room Printshop Requisition

**READ COMPLETELY AND COMPLY WITH THE FOLLOWING:**

1. LIMIT REQUISITION TO ONE JOB!
2. DO NOT STAPLE originals to work request or each other.
3. Give complete and accurate information.
4. You **MUST HAVE** a **BUDGET CHARGE NUMBER** and **SITE ADMINISTRATION APPROVAL**.
5. Refer to the REQ. NO. when making inquiries regarding your request.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Campus: \_\_\_\_\_ Room No. \_\_\_\_\_ Phone (ext.) \_\_\_\_\_

Date needed (ASAP not acceptable) \_\_\_\_\_

Budget Charge Number: \_\_\_\_\_

Site Administrative approval: \_\_\_\_\_

No. of Originals: \_\_\_\_\_ 1sided  2 sided  No. of Completed copies: \_\_\_\_\_ 1sided  2 sided

Finished size: \_\_\_\_\_ Paper color \_\_\_\_\_ Cardstock color \_\_\_\_\_  
(Cover)

Please insert Job title/description:  
**(See attached is not acceptable)**