

I certify that there is an unobligated balance

available in the account for this purchase.

Fiscal Officer Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special Instructions:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Description of Order:**  Number of Pages:\_\_\_\_\_\_\_\_\_\_\_\_

Black and White Copies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color Copies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 sided:\_\_\_\_\_\_\_ 1 sided:\_\_\_\_\_\_\_\_ Staple:\_\_\_\_\_\_\_\_ 3 Hole Punch:\_\_\_\_\_\_\_\_\_

Booklet Fold & Staple:\_\_\_\_\_\_\_\_\_\_\_\_\_ Comb Binding:\_\_\_\_\_\_\_\_\_\_\_\_ Cover Stock:\_\_\_\_\_\_\_\_\_

Tri Fold:\_\_\_\_\_\_\_\_\_\_

Paper Colors Available: Please Circle

White Blue Green Yellow Pink Ivory Tan Lilac Salmon Goldenrod

Turquoise Gray Cherry

**Contact Information** Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Purpose Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus Box:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of job:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proof requested: yes no

*For Office Use Only*

Order Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Order**

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