All orders must have purchase order number
All outside printing must be pre-approved by
Technology Director
Thomas Cortez
□ Needs Outside Vendor

Delivery Date:______________________________
Pick Up Date:______________________________

TOTAL COST FOR THIS JOB:
$ ____________________________

SIGNATURE: FOR PICKUP (or) DELIVERY

NAME AND PHONE # OF PERSON TO CALL FOR PICK UP.

DATE CALLED __________________ TIME __________  CALL NO.1
DATE CALLED __________________ TIME __________  CALL NO.2

FOR PRINTING DEPARTMENT USE ONLY

P.S. DEPARTMENTS OPERATOR DATE
COLOR COPY □
COPY CENTER □
BINDING □

PRINT SHOP MANAGER SIGNATURE:

□ Konica Minolta B/W #1 □ Konica Minolta B/W #2 □ Konica Minolta B/W #3
□ Konica Minolta Color 6000

RUSH JOB: Must be Pre-approved by: Director Thomas Cortez