

Copying / Printing Requisition

Bob Young
Purchasing Department
625 Minnesota Avenue
Kansas City, KS 66101
Copy Center: 913-279-2297 – Loni Elrod
Print Shop: 913-279-2285 – Ruben Reyes

Date Requested: _____
Date Required: _____
Date Completed: _____
Job Number: _____
Approved By: _____
Budget #: _____
P.O. / Req.#: _____

NOTE: Originals should be submitted on white paper with dark print, please have originals camera ready.

Title / Description: _____

Requested by (contact person): _____ Phone number: _____

Send to (school name): _____

Number of originals (how many pages?): _____ Number of copies: _____ [subtotal]: _____

[must choose one to continue ...]

___ Stapling (1 top left) ___ Stapling (2 left side) ___ Single sided (front only) ___ Double sided (front & back)

___ Folded ___ Padded ___ Cut ___ Collated ___ Uncollated [total sheets]: _____

Color of paper, if not white: _____

Color of cover (if applicable): _____ (card stock only)

Copying choices [with cost]:

___ 8.5 x11 white copy paper [.0056 per sheet] [subtotal]: _____

___ 8.5 x 14 white copy paper [.007 per sheet] [subtotal]: _____

___ 11 x 17 white copy paper [.01 per sheet] [subtotal]: _____

___ 8.5 x 11 2-part NCR [.0285 per set] [subtotal]: _____

___ 8.5 x 11 3-part NCR [.0462 per set] [subtotal]: _____

___ 8.5 x 11 4-part NCR [.0629 per set] [subtotal]: _____

___ 8.5 x 11 90lb card stock [.0204 per sheet] [subtotal]: _____

___ #10 standard white wove envelopes [.0151] [subtotal]: _____

___ 8.5 x11 color copying [.103 per side] [subtotal]: _____

___ 11" black tape binding [.328 each] [subtotal]: _____

___ Plastic comb binding [.567 each] [subtotal]: _____

Total cost: _____

**NOTE: Total cost will automatically be calculated based on your choices.
This is just an estimate since special instructions may increase the cost.**

Special instructions:

NOTE: Grayed areas are self-calculating. Do not input data in these fields.

Office Use Only:
Misc: _____

Complete and save this form to your computer and then email it as an attachment to Loni Elrod.