Orange Board of Education

MATERIAL MANAGEMENT

NAME: DATE OF REQUEST: 

SCHOOL:



DATE

DESCRIPTION:



# ORIGINAL:



COPIES PER ORIGINAL: (NO LESS THEN 10 All Original should be on white paper w/black types.) ( ) Color Requested - Color Request Must Have Proper Signature or would be returned to sender.

Signature:

# PLEASE CHECK ( )

Whit.e bond 8 1/2 x 1 1 Tan bond 81/7 x I I ( ) NCR 8 1/2 x 11- 3pt, 4pt Blue bond 8 1/2 x IlGray bond 8h x Il ( ) NCR 11 x 14 - 3pt, 4pt

Pink bond 8h x Il Yellow bond 8h x Il ( ) Card Stock Green bond 8h x 11 White bond Il x 14 Color



Other:

SPECIAL REOUEST

1 SIDED  ) 2 SIDED (back to back) ( ) Padding, pads of 100

Uncollated original should be on Separate sheets

Collated sheet of paper

Collated Single Staples

Collated Duel Staples

Hole Punch # Holes

Allow at least 3/4" Margin on left side of paper. If 2 sided allow 3/4" on right side of second page.

Comments:

FOR PRINT SHOP USE ONLY

Request Return for: ) Better Original ( ) Missing Information (circle in Red)

) Return on plain white paper ( ) Minimum # of copies 10 single set

) Proper Signature Needed For Color Request

Data Received: ( ) To be sent — inner school mail

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Date completed: |  | | Signature of Printer: | Signature of Supervisor: | |  |