

# LISD COPY CENTER JOB ORDER FORM

Revised 2/07

NAME \_\_\_\_\_

CAMPUS/DEPT: \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

DATE REQUIRED \_\_\_\_\_

# OF ORIGINALS \_\_\_\_\_

# OF COPIES \_\_\_\_\_

Campuses Check One:

Departments Check One:

\_\_\_\_\_ For Classroom (11)

\_\_\_\_\_ Admin Services 41-729

\_\_\_\_\_ Library 12-999

\_\_\_\_\_ For Teacher Training (13)

\_\_\_\_\_ Athletics 36-001

\_\_\_\_\_ Nurses 33-999

\_\_\_\_\_ For Principals (23)

\_\_\_\_\_ Business Office 41-726

\_\_\_\_\_ Plant & Maint 51-937

\_\_\_\_\_ For Counselor (31)

\_\_\_\_\_ C&I Assessment 31-871

\_\_\_\_\_ Public Relations 41-720

\_\_\_\_\_ For Nurse (33)

\_\_\_\_\_ C&I Curriculum 21-871

\_\_\_\_\_ School Board 41-702

\_\_\_\_\_ For Extracurricular (36)

\_\_\_\_\_ C&I Teacher Training 13-871

\_\_\_\_\_ Social Services 32-999

\_\_\_\_\_ Community Services 61-998

\_\_\_\_\_ Special Ed 21-874

\_\_\_\_\_ Data Processing 53-999

\_\_\_\_\_ Supt 41-701

\_\_\_\_\_ District Wide Forms 41-750

\_\_\_\_\_ Technology 63-999

\_\_\_\_\_ Food Service 35-938

\_\_\_\_\_ Transportation 34-939

\_\_\_\_\_ Human Resources 41-727

\_\_\_\_\_ Community 61-998

\_\_\_\_\_ Other 99-999

COMMENTS \_\_\_\_\_

BUDGET CODE (IF APPLICABLE) \_\_\_\_\_

SUPERVISOR APPROVAL \_\_\_\_\_

## COPY INSTRUCTIONS - PLEASE COMPLETE

\_\_\_\_\_ 1 TO 1 (SINGLE SIDED ORIGINAL TO SINGLE SIDED COPY)

\_\_\_\_\_ 1 TO 2 (SINGLE SIDED ORIGINAL TO DOUBLE SIDED COPY)

\_\_\_\_\_ 2 TO 2 (DOUBLE SIDED ORIGINAL TO DOUBLE SIDED COPY)

\_\_\_\_\_ COLLATED SETS \_\_\_\_\_ UN-COLLATED

\_\_\_\_\_ STAPLE UPPER LEFT CORNER \_\_\_\_\_ STAPLE LEFT SIDE

\_\_\_\_\_ CARD STOCK (\_\_\_ WHITE \_\_\_ BLUE \_\_\_ BUFF \_\_\_ GREEN \_\_\_ YELLOW)

\_\_\_\_\_ NCR PAPER (\_\_\_ 2 PART W/Y \_\_\_ 3 PART W/Y/P \_\_\_ 4 PART W/Y/P/G)

\_\_\_\_\_ BOUND BOOK (125 PAGE MAX)

\_\_\_\_\_ RETURN \_\_\_\_\_ WILL PICK UP

### FOR KEY OPERATOR:

DATE & TIME RECEIVED \_\_\_\_\_

DATE COMPLETED \_\_\_\_\_

NCR CHARGE: \$ \_\_\_\_\_

CARD STOCK: \$ \_\_\_\_\_

BINDING: \$ \_\_\_\_\_

COLOR COPY: \$ \_\_\_\_\_

COLOR PAPER \$ \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_