



REQUISITION FOR PUBLISHING, REPRODUCTION, AND DISTRIBUTION SERVICES

Security Classification	Work Order Number <i>(For GPS Use Only)</i>	Request Date	Due Date
SECTION 1: SERVICE CATEGORY			
Service Category:		Specify Other _____	
SECTION 2: REQUESTOR'S INFORMATION			
Requestor		E-mail Address	
Telephone Number	Office Symbol	Room Number	Building
SECTION 3: JOB INFORMATION			
Title of job to be reproduced or Title of Job			
Publication Approval Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> N/A			
SECTION 3A: JOB SPECIFICATIONS		SECTION 3C: ELECTRONIC CONVERSION	
Number of Pages	Number of Copies	CD-ROM Duplication	Scan Images <i>(TIFF)</i>
Finished Size		CD-ROM Programming	Scan Test Document
SECTION 3B: KIND AND COLOR OR PAPER AND INK		Events Calendar	Web Programming
Cover	Ink	File Conversion	
Text	Ink	Other	
		Specify Other _____	
		Specify Other _____	
SECTION 3D: PRINTING AND BINDERY SPECIFICATIONS/DISTRIBUTION			
Copy <i>(One-Sided)</i>	Copy <i>(Two-Sided)</i>	Offset Print	Fold Laminate Mount Punch Staple
GBC Bind	Perfect Bind	Saddle Stitch Bind	Tape Bind Velo Bind Wire-O Bind
SECTION 3E: ADDITIONAL INSTRUCTIONS			
SECTION 3F: ADDITIONAL INSTRUCTIONS			
Type of Job			
Graphic's Estimated Hours			
SECTION 4: AUTHORIZATION			
Name of Authorizing Official		Phone Number	E-mail Address Estimated Cost
Authorizing Official Signature			Date <i>(mm-dd-yyyy)</i>
Appropriation	Allotment	Obligation Number	Organization Code Function Code Object Code Amount