JEFFERSON COUNTY
PRINTING REQUISITION

Please write all instructions on this form.
Do NOT write on the original document being submitted!

	Yes	No	
Color Copies	☐	☐	
Sample Attached	☐	☐	
New Form	☐	☐	
Changes	☐	☐	
Holes Punched	☐	☐	
Folded	☐	☐	
Cutting	☐	☐	
Padded	☐	(50 per pad)	
	☐	(100 per pad)	

Acct. No.: _____

_____

Requesting Department Date

_____

Requisitioned by

_____

Phone Extension

_____

Approved by (Department Head)

Quantity	Name of Form	Paper Description

Received by/Delivered to Date

For Purchasing Office Use Only

Printing Authorized by	Date	Assigned to