

PRINTING SERVICES REQUISITION

NOTE: Please fill out the boxes in a legible manner to avoid printing delays or your requisition may be returned to your department for clarification.

Name <hr/>	Department <hr/>	Chairperson Signature <hr/>
Tel. Ext. _____ # _____	Bldg. & Room # _____	<i>Required on all request (printing only).</i>

All **COLOR** print request require a Chairperson or Directors approval. Your request will not be processed unless you have the proper authorization. We reserve the right to hold a job for approvals. All approvals will be verified.

Title and or Description of Material Submitted 	Note: Material under Copyright must have publisher's release and signed Copyright Permission form. Requester is responsible for securing and submitting necessary releases. Attach all forms.
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Pages Submitted Document Size <input type="checkbox"/> 8.5X11 <input type="checkbox"/> 8.5X14 <input type="checkbox"/> 11X17	Copies Required	Print Copies Check One <input type="checkbox"/> Single Side <input type="checkbox"/> Double Side <input type="checkbox"/> Special <input type="checkbox"/> Enlarge <input type="checkbox"/> Reduce	Type of Stock Check One <input type="checkbox"/> Paper <input type="checkbox"/> Card <input type="checkbox"/> Stationery <input type="checkbox"/> Certificate <input type="checkbox"/> Special <input type="checkbox"/> Poster/Gloss <input type="checkbox"/> Foam Board	NCR: (Carbonless paper) No. sheets per set Check One <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	Print Color Check One <input type="checkbox"/> Black <input type="checkbox"/> Full Color Paper Color:
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Indicate Services Required

<input type="checkbox"/> Collate <input type="checkbox"/> Uncollate <input type="checkbox"/> Staple <input type="checkbox"/> No Staple	<input type="checkbox"/> Standard 3-Hole Punch <input type="checkbox"/> 2-Hole Punch <input type="checkbox"/> Other-Send Sample	<input type="checkbox"/> Fold In <input type="checkbox"/> Fold Out <input type="checkbox"/> Letter Fold <input type="checkbox"/> Half Fold <input type="checkbox"/> Other-Send Sample	<input type="checkbox"/> Pads <input type="checkbox"/> Bind <input type="checkbox"/> Perforate <input type="checkbox"/> Laminate <input type="checkbox"/> Cut to Size
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All COLOR print requests require justification from the department Chairperson or Director. Please explain why this request needs to be in color?

Justification / Explanation

Justification notices will be reviewed and approved by the AVP, Budget & Planning.

Proofreading acknowledgement: I acknowledge that the document submitted to Printing Services has been proofread and is free of mistakes. My signature is confirmation that the document is approved, proofread and ready to print. Re-prints due to errors in copy will be charged back to the departmental OTPS budget.

Signature _____

IMPORTANT INFORMATION

- The Print Shop does not create, proofread, or edit documents. All material submitted for printing must be **print ready**.
- The Print Shop is **prohibited from printing personal material**. All work submitted for printing must be program or course related and official York College business.
- The Print Shop is in **full compliance** with CUNY's policy regarding **Copyright**. We reserve the right to deny any request that violates CUNY's Copyright Guidelines. A pamphlet is available explaining CUNY's Copyright Guidelines in detail at the Print Shop. In addition, copyright consent forms are also available. Please attach the completed copyright consent form with the publisher's release to your printing services requisition for completion.
- You have the option of submitting your work via interoffice mail or electronically via email. Please note that electronic documents appear in our inbox in minutes and are completed faster and with better quality than a reprinted hard copy of a document.
- A printing services work order is available online for your convenience. Search (printing services form), click on the link and fill out all the required fields. Upload your attached document, and we will complete your order ASAP.
- Because of space and security concerns, electronic documents are not saved on our computer's hard drive. We will print and trash all completed documents sent to our inbox.
- Please do not send your electronic print request to a Print Shop employee's personal York college email account. In the event the employee is out sick or on vacation, no one else will be aware of the request or can access their personal account. The correct destination **for all** electronic print requests is printing@york.cuny.edu.
- The Print Shop is located in the Academic Core building. Lower level room 08. We can be reached at extensions 2293, 2294 or 2295. Our email address is printing@york.cuny.edu.