



Southwest

Independent School District

Print Shop Department, Bldg. #702

11914 Dragon Lane • San Antonio, Texas 78252-2647

Office 622-4390 • Fax 622-4391

TxEIS - Vendor #: 99815

**REQUEST
FOR PRINTING**

*(MUST Be Turned In To Rosalinda Arredondo @
The Print Shop Department, Bldg. #702
With Sample Copy & P.O. Request attached:)*

PRINTING REQUEST FROM: (Check "✓" Campus or Department)

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Southwest High School | <input type="checkbox"/> Sky Harbour Elementary | <input type="checkbox"/> Curriculum & Instruction | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> 9th Grade Campus | <input type="checkbox"/> Southwest Elementary | <input type="checkbox"/> Distribution Center | <input type="checkbox"/> Special Education Department |
| <input type="checkbox"/> Crossroads Center | <input type="checkbox"/> Spicewood Park Elementary | <input type="checkbox"/> Facilities/Maintenance Services | <input type="checkbox"/> Student & Outreach Services |
| <input type="checkbox"/> Southwest Academy | <input type="checkbox"/> Sun Valley Elementary | <input type="checkbox"/> Fine Arts Department | <input type="checkbox"/> Substitute Calling System |
| <input type="checkbox"/> McAuliffe Middle School | <input type="checkbox"/> Accounting Department | <input type="checkbox"/> Health Services | <input type="checkbox"/> S.W.H.S. Band |
| <input type="checkbox"/> McNair Middle School | <input type="checkbox"/> Administrative Annex | <input type="checkbox"/> Hearing Office | <input type="checkbox"/> Technology Department |
| <input type="checkbox"/> Scobee Middle School | <input type="checkbox"/> Assessments/Accountability | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Transportation Department |
| <input type="checkbox"/> Big Country Elementary | <input type="checkbox"/> Athletic Department | <input type="checkbox"/> Ivy Program | <input type="checkbox"/> Visiting Teachers |
| <input type="checkbox"/> Bob Hope Elementary | <input type="checkbox"/> Benefits | <input type="checkbox"/> Library Services | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Elm Creek Elementary | <input type="checkbox"/> Bilingual/ESL/Migrant Programs | <input type="checkbox"/> Media Center | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Hidden Cove Elementary | <input type="checkbox"/> Career Center | <input type="checkbox"/> N.J.R.O.T.C. | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Indian Creek Elementary | <input type="checkbox"/> Central Office | <input type="checkbox"/> Payroll Department | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Kriewald Road Elementary | <input type="checkbox"/> Child Nutrition Services | <input type="checkbox"/> PEIMS Department | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Medio Creek Elementary | <input type="checkbox"/> Community Education | <input type="checkbox"/> Police Department | <input type="checkbox"/> _____ |

APPROVED BY: _____ / ____ / ____ Date Received: ____ / ____ / ____

Rosalinda Arredondo, Print Shop Supervisor

Request for Printing should be **Camera-Ready** and **NOT** a Draft. Submit completed form at least **ONE** week in advance to Typesetter.

(If typeset is needed, additional week will be required.)

FORM REQUESTED:

Needs to be "TYPESET" (Make Revisions Of Any Kind) "CAMERA-READY" (Ready To Print "As Is") DATE REQUESTED _____ DATE REQUIRED _____

Add Campus or Department Account Number(s): (BUDGET CODES)

QUANTITY	NO. OF PAGES	SINGLE SIDED	FRONT/BACK	COLOR STOCK	CARBON-LESS	INK COLOR	JOB COLLATE	STAPLE	DRILL	BIND	COM-POUND

SPECIAL INSTURCTIONS: _____

AUTHORIZED BY: _____ PROOFREAD BY: _____

- Administrator
 Director
 Principal
 Administrator
 Director
 Principal
 Other