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

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

		PRINT	TING REQU	UEST FRO	M: (Che	ck "√" <u>(</u>	<u>Campus</u> or <u>i</u>	<u>Departmei</u>	<u>nt</u>)		
SW L 9th G Cross South McAu McNa Resn Scob Big C Bob H Elm C	nwest High Scregacy High Screde Campus scroads Center nwest Academ Higher Middle Scholik Middle Schountry Element Creek Element	chool C y chool C ool C ntary C tary C entary C	Medio Cr Sky Harb Southwe Spicewor Sun Valle Accountin Administr Assessm Athletic D Benefits		ary Cary y nentary Cary ry nt Cary	Communi Curriculur Distributio Facilities/I Fine Arts Health Se Hearing C Human R Instructior Library Se Media Ce	Maintenance S Department rivices Office esources nal Technology ervices nter guage/Migrant	Services C	PEIMS I Police De Public Re Special E Student Substitut S.W.H.S Technolo	Education De & Outreach : e Calling Sy . Band gy Departm tation Depa	Services stem ent
APPROVED BY:											
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" OR											
(Make Revisions Of Any Kind) (Ready To Print "As Is")											
,											
Add Campus or Department Account Number(s): (BUDGET CODES)											
QUANTITY	NO. OF	SINGLE	FRONT/	COLOR	CARBON-	INK	JOB	STAPLE	DRILL	DIND	COM-
QUANTITI	PAGES	SIDED	BACK	STOCK	LESS	COLOR	COLLATE	SIAPLE	DRILL	BIND	POUND
SPECIAL INSTRUCTIONS:											
AUTHORIZED BY: PROOFREAD BY:											
	Adm	ninistrator	Dire	ctor \Box	Principal			Other			

SWISD-Updated 05.17 dgs