

**INSTRUCTIONAL MATERIAL REQUEST**

**Glendale Community College**

Duplicating ext 5319, Business Services

Submit a completed form to Purchasing for approval.  
 For all copyrighted material, please complete the Certification below.

Name: \_\_\_\_\_ Div/Dept: \_\_\_\_\_

Email: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

Date of Submission	_____
Date Needed	_____
Course and Number (ex: ENG 101)	_____

To be sold through the Bookstore? Yes / No
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DISTRICT ACCOUNT NUMBER				
Fund (2)	Program (4)	Sub-Program (1)	TOPS (6)	Object (4)

Funding approved by (print name & signature): \_\_\_\_\_

<b>RATES:</b> \$ .04 per sheet (white)      .05 per sheet (colored)      .75 each for spiral binding						
<b>STOCK</b>	<b>COLOR</b>	<b>TYPE</b>	<b>BINDING</b>			
8 ½ X 11 _____ 8 ½ X 14 _____ _____	White _____ _____ _____	Regular _____ Punched _____ Collated _____ Cover _____ Cover Color _____	Stapled _____ Plastic _____ Color _____ _____			
<b>PRINTING:</b> <i>(select type)</i>	<b>One Side</b>	<b>Both Sides</b>	<b>Head to Head</b>	<b>Head to Foot</b>		
<b>Charge Formula:</b> No. of Masters X No. of Impressions = Impressions X Rate + Binding + Plates = TOTAL						
<b>No. of Masters</b>	<b>No. of Impressions</b>	<b>Impressions</b>	<b>Rate</b>	<b>Binding</b>	<b>Plates</b>	<b>TOTAL</b>
<b>TOTAL COST: \$</b>						

BOOKSTORE ACTION: DUPLICATE \_\_\_\_\_ COPIES FOR SALE IN THE BOOKSTORE

BOOKSTORE CODE: \_\_\_\_\_ INITIALS: \_\_\_\_\_

PROJECT COMPLETED BY DUPLICATING: \_\_\_\_\_ INITIALS: \_\_\_\_\_



