

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY COPY REQUEST

Name _____ Date of Request _____

Date Needed _____ Time Needed _____

Number of Copies _____

PURPOSE:

- Office (description of material to be copied) _____
 Teaching (course number) _____
 Research

CHARGE:

Account (Research only) to be charged (account number and description): _____

INSTRUCTIONS (check **all** that apply):

- One Side Only Front and Back

PAPER: 8 1/2 X 11 (Letter) 8 1/2 x 14 (Legal)
 White Blue Green Pink Yellow Special Color: _____

FINISHED COPIES: Collate and Staple Collate - but **DO NOT STAPLE**

- Add answer sheets to set Add _____ blank sheets of paper to set
 White answer sheets

Special Instructions: _____

HANDLING: Regular Test (Keep Confidential)

DISPOSITION: Hold for pick up Put in my mailbox

Additional Instructions:

