

MULTILITH

MIMEOGRAPH REQUISITION

This form is to be filled out in duplicate by the requisitioning department and forwarded together with the stencils to the Mimeograph Office, Room 111, Administration Building. The original will be retained by the Mimeograph Office and the duplicate returned with the completed order. Please make a separate requisition for each individual order.

Department GRADUATE Date 12/14/65

Code for University Work 415-01 ~~256-56x~~ M.A.A. Commercial Work _____

Material is needed (give date) NOW

Check here if stencil is to be saved. Otherwise it will be destroyed.

z

To be completed by Requisitioning Dept.

To be completed by Mimeograph Office

Number of stencils to be run 1

Unit.
Price

Extension

Number of copies per stencil 30

2 1.00

Unless otherwise indicated in the following space, this order will be run on 8 1/2 x 11 mimeograph paper.

0 30

1 30

GRADUATE LETTERHEAD

W. L. Crawford

Authorization by Dean or Independent Office Head

Total _____

Requisition received (Date) _____

Order Completed (Date) _____

M
Mimeograph Operator _____

DRAKE UNIVERSITY

1.30
2.55
2.55
6.40
1.00
7.40
Envelopes (total office)

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Department Graduate Date 12-13-65

Code for University Work 415-01 M.A.A. Commercial Work _____

Material is needed (give date) 12-15-65

Check here if stencil is to be saved. Otherwise it will be destroyed.

z _____

To be completed by Requisitioning Dept.

Number of stencils to be run 1

Number of copies per stencil 200

Unless otherwise indicated in the following space, this order will be run on 8 1/2 x 11 mimeograph paper.

To be completed by Mimeograph Office

Unit.	Price	Extension
		<u>2 1.00</u>
		<u>2 1.55</u>
		<u>2.55</u>

Total _____

Ester L. Campbell

Authorization by Dean or Independent Office Head

Requisition received (Date) _____

Order Completed (Date) _____

Mimeograph Operator _____

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Department Graduate Division Date 11-24-65

Code for University Work 415-01 MAA Commercial Work _____

Material is needed (give date) _____

Check here if stencil is to be saved. Otherwise it will be destroyed.

z

To be completed by Requisitioning Dept.

To be completed by Mimeograph Office

Number of stencils to be run 1

Unit.
Price

Extension

Number of copies per stencil 200

2 1.00

Unless otherwise indicated in the following space, this order will be run on 8 1/2 x 11 mimeograph paper.

155
255

Letterhead

Earle L. Canfield
Authorization by Dean or Independent Office Head

Total _____

Requisition received (Date) _____

Order Completed (Date) _____

SM
Mimeograph Operator