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.

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Department  Graduate Division  Date 3-18-66

Code for University Work  256-521  Commercial Work  415-61

Material is needed (give date)  As soon as possible

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

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To be completed by Requisitioning Dept.  To be completed by Mimeograph Office

Number of stencils to be run 1

Number of copies per stencil 250

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

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Authorization by Dean or Independent Office Head

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Requisition received (Date)

Order Completed (Date)

Mimeograph Operator

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DRAKE UNIVERSITY
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 Gradmate Date 3/1/60
Code for University Work 415-01 MAA Commercial Work
Material is needed (give date) 1 Week
Check here if stencil is to be saved. Otherwise it will be destroyed.

To be completed by Requisitioning Dept.
Number of stencils to be run 300
Number of copies per stencil
Unless otherwise indicated in the following space, this order will be run on 8 1/2 x 11 mimeograph paper.

3x6 3x5 card

Authorization by Dean or Independent Office Head

To be completed by Mimeograph Office Unit.
Price Extension

Total
Requisition received (Date)
Order Completed (Date)
Mimeograph Operator

DRAKE UNIVERSITY