

Multilith

MIMEOGRAPH REQUISITION

Letter

1-10-67
Drake receipt
#B 38494

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 12-9-66

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.

To be completed by Requisitioning Dept.

Number of stencils to be run ~~250~~ 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.

Graduate Letterhead

To be completed by Mimeograph Office

Unit

Price

Extension

L - 1.25
P - 2.30

Total 3.55

Requisition received (Date) _____

Order Completed (Date) _____

[Signature]
Mimeograph Operator

Earle L. Canfield
Authorization by Dean or Independent Office Head