Requisition for Printed Materials

Print Shop
4400 Cathedral Oaks Road
Santa Barbara, California 93160-6307
(805) 964-4711 • FAX: (805) 964-3041

Requisition No. ____________________________________________________________
Requester ________________________________________________________________
District _________________________________________________________________

Printed forms
CA School Immunization Record (preprinted; no charge)...
Cumulative Record:
FOLDERS, Elementary (preprinted)..............................................
HEALTH INSERTS (preprinted) ..................................................
Please attach a sample of the following:
Certificate of Promotion (no charge) ..................................
”      “  “     JACKET (no charge) ........................
Daily Attendance Record (pad of 50; half sheet) ..........
Emergency Care Permit and Health Card
ENGLISH .....................................................................
SPANISH .....................................................................
Permanent Health Record ..............................................
Request for Cumulative Record Card ............................
SB County School Registration (pad of 50) .....................

Quantity

Miscellaneous SBCEO Publications
Mi Diccionario (preprinted) .................................................
My Dictionary (preprinted) .................................................
Tips for Parents
ENGLISH (preprinted; no charge).................................
SPANISH (preprinted; no charge).................................

Quantity

Send this requisition to:
Reprographics
Santa Barbara County Education Office
Please allow at least three weeks for processing and delivery.

To be completed by Reprographics.

Date shipped ________________________________

Preprinted quantity ordered x cost
Cumulative folders . ____ x 32 e = $________
Health inserts ........ ____ x 44 e = $________
Mi Diccionario....... ____ x 54 e = $________
My Dictionary ........ ____ x 57 e = $________

Qty x No of sides/sheets = No clicks x cost

Paper:
iR110 charge:___ x ___ = ___ x ___ e = $________

Cut:___ x ___ = ___ x 1/2 e = $________

Pad:___ x ___ = ___ x ___ e = $________

Total amount of costs = $________

Stats: (iR110) __________