

**Step 1: Request Labels**

- Contact your data controller in IT to request labels
- You will be emailed a PDF.

**Step 2: Enter Requisition in Oracle**

- In iProcurement (Graphics Online Store), enter "printing" in search item box.
- **Enter the total dollar amount for all labels in the quantity section.**
- You do not need an estimate for labels.
- **DO NOT ATTACH LABEL FILES TO THE REQUISITION IN ORACLE**

**Step 3: Place an Order**

- Email completed order form with requisition number **and label PDFs** to:  
[graphicsinfo@dallasisd.org](mailto:graphicsinfo@dallasisd.org)

Date: \_\_\_\_\_ School Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Order Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Approved Requisition Number: \_\_\_\_\_

*REQUIRED*

**CHOOSE LABELS**

	NUMBER OF PAGES	NUMBER OF SETS	ALL LABELS \$0.85 EACH PAGE
<input type="checkbox"/> FALL CUMULATIVE LABEL	_____	X _____	X 0.85 = \$_____ total
<input type="checkbox"/> SPRING CUMULATIVE LABEL	_____	X _____	X 0.85 = \$_____ total
<input type="checkbox"/> COUNSELOR LABEL	_____	X _____	X 0.85 = \$_____ total
<input type="checkbox"/> 3 LINE SOCIAL SECURITY LABEL	_____	X _____	X 0.85 = \$_____ total
<input type="checkbox"/> 5 LINE DEMOGRAPHIC LABEL	_____	X _____	X 0.85 = \$_____ total
<input type="checkbox"/> OTHER: IT DATA LABELS	_____	X _____	X 0.85 = \$_____ total

**GRAND TOTAL FOR ALL LABELS**

*Enter your requisition for this amount*

\$ \_\_\_\_\_

**GRAND TOTAL**

**\$10.00 RUSH CHARGE INCLUDED**

*if applicable*

**RUSH ORDER! (\$10.00 WILL BE ADDED TO REQUISITION TOTAL)**

Please call me at \_\_\_\_\_, I will pick-up at 2525 S. Ervay when they are ready.

Place on school route. (3-5 Business days)

- Label Order Checklist:
- Requisition submitted in Oracle through iProcurement
  - Requisition number entered on this form
  - Label files & Order Form sent to [graphicsinfo@dallasisd.org](mailto:graphicsinfo@dallasisd.org)