



Graphics & Printing Department

2525 South Ervay Dallas, TX 75215 • (972) 925-3178

www.dallasisd.org/departments/graphics
graphicsinfo@dallasisd.org

Delivery Information - Route	
Order Contact:	_____
Email:	_____
Phone Number:	_____
Date:	_____

Label Order Form

Approved Requisition Number :

<p>Step 1: Request Labels</p> <ul style="list-style-type: none"> Contact your data controller in IT to request labels You will be emailed a PDF. 	<p>Step 2: Enter Requisition in Oracle</p> <ul style="list-style-type: none"> 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 	<p>Step 3: Place an Order</p> <ul style="list-style-type: none"> Email completed order form with requisition number and label PDFs to: graphicsinfo@dallasisd.org
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CHOOSE LABELS	NUMBER OF PAGES	NUMBER OF SETS	ALL LABELS \$1.00 EACH PAGE
<input type="checkbox"/> FALL CUMULATIVE LABEL	_____	X _____	X 1.00 = \$ _____ total
<input type="checkbox"/> SPRING CUMULATIVE LABEL	_____	X _____	X 1.00 = \$ _____ total
<input type="checkbox"/> COUNSELOR LABEL	_____	X _____	X 1.00 = \$ _____ total
<input type="checkbox"/> 3 LINE SOCIAL SECURITY LABEL	_____	X _____	X 1.00 = \$ _____ total
<input type="checkbox"/> 5 LINE DEMOGRAPHIC LABEL	_____	X _____	X 1.00 = \$ _____ total
<input type="checkbox"/> OTHER: IT DATA LABELS	_____	X _____	X 1.00 = \$ _____ total

GRAND TOTAL FOR ALL LABELS \$ _____ **GRAND TOTAL**
Enter your requisition for this amount **\$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

Print and Sign Only when you received your labels.