



Reprographics Service Requisition INSTRUCTIONS

This form *must* accompany all jobs requested from the Print Shop and the Graphics/Word Processing Center. Using the hand tool, click on the beginning line (*Date In:*). You can then begin typing your information. Use the tab key to tab from field to field. Check boxes must be checked using the hand tool, although you can tab from box to box.

Some of the fields are required and are in **bold text** on this instruction sheet. **If you neglect to fill these required fields it will delay your Reprographics Service Requisition** until the necessary information is provided.

Form #: This is a tracking number automatically inserted in each form
Date In: This is the date a job is submitted
Date Due: This is the date the final job is due

CUSTOMER INFORMATION

Department/Office: The requesting Department or Office
Dept ID: * PeopleSoft Chartfield providing the identification code of the requesting Department/Office
Contact: The person to call if there are any questions
Extension: The telephone extension of the contact person
Fax #: The fax number to which drafts may be sent
Business Unit: * PeopleSoft Chartfield indicating the campus unit of which the requesting Department/Office is a part. For example, BKCMP=CSUB Campus; BKASI=Associated Students, Inc.; BKFDN=CSUB Foundation; etc.
Account: * PeopleSoft Chartfield indicating the account to be billed
Fund: * PeopleSoft Chartfield specifying which fund within the account is to be billed
Program: * PeopleSoft Chartfield indicating the program, if any, for which the job is intended
Project: * PeopleSoft Chartfield specifying the project within a program for which the job is intended
Class: * PeopleSoft Chartfield unique to each department, used to further define job specifications where no other Chartfield is defined
Authorized Signature: Signature of the person authorized to use the account
Mail Code: & Mail Stop Code: Required for all mail requests (ie, envelopes and letterhead)

* **PeopleSoft Chartfield** – for further explanation visit www.csub.edu/BAS/peoplesoftcms/

INSTRUCTIONS

Job Description: Tab to each line and describe the job(s) submitted
No of Pages: The number of pages in the original document
No of Copies Needed: The final number of copies needed
Cost Estimate Requested: Check this box if you would like an estimate before the job is processed
One-Sided: Check here if you want one-sided copies
Duplex: Check here if you want copies run front and back
Collate: Check if you want multiple pages sorted in order
Staple: Check if you want copies stapled
Ink Color: Check and type in the requested ink color
Paper Selection: Choose the desired paper size and color
Card Stock: Choose the desired card stock size and color
Bindery Options
Fold/Bind: Select the desired folding and/or binding options
NCR/Pad: Choose the side on which the job is to be padded (glued)
Tab: Specify if the job requires tabs
Number: Specify the start number, if applicable

GRAPHICS/WP INSTRUCTIONS

In addition to the Customer Information and any Printing Instructions, tab to each line to provide brief instructions or description of the graphic design, typesetting, or word processing job being submitted.