Requisition for Printed Materials

SANTA BARBARA
County Education Office
William J. Cirone, Superintendent

Reprographics
4400 Cathedral Oaks Road
P.O. Box 6307
Santa Barbara, California 93160-6307
Direct Dial: 964-4710 plus extension
(805) 964-4711 • FAX: (805) 964-4712

SCHOOL DISTRICTS will be invoiced.

SBCEO coding for school districts:

Fund	Resource	Proj. Yr.	Goal	Function	Object	School	Mgmt.	Unit
01	0000	0	0000	0000	8677	000	1950	1630

SBCEO program coding *(only)* :

Fund	Resource	Proj. Yr.	Goal	Function	Object	School	Mgmt.	Unit
01								

Requisition No. _____

Requester _____ Phone _____ Date Requested _____

District _____ School _____ Date Required _____

Printed forms

	Quantity
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)	

Miscellaneous SBCEO Publications

	Quantity
Mi Diccionario *(preprinted)*	
My Dictionary *(preprinted)*	
Tips for Parents	
ENGLISH *(preprinted; no charge)*	
SPANISH *(preprinted; no charge)*	

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¢ = $_____

Health inserts..... _____ x 44¢ = $_____

Mi Diccionario..... _____ x 54¢ = $_____

My Dictionary..... _____ x 57¢ = $_____

	Qty	x	No. of sides/ sheets	=	No./clicks	x	cost	
iR110 charge:								
Paper:	_____	x	_____	=	_____	x	____¢	= $_____
_____	_____	x	_____	=	_____	x	____¢	= $_____
Cut:	_____	x	_____	=	_____	x	1/2 ¢	= $_____
Pad:	_____	x	_____	=	_____	x	____¢	= $_____
_____:	_____	x	_____	=	_____	x	____¢	= $_____
_____:	_____	x	_____	=	_____	x	____	= $_____
_____:	_____	x	_____	=	_____	x	____	= $_____

Total amount of costs = $_____

Stats: *(iR110)* _____

R-11 1/08

Distribution: *White* – Reprographics; *Canary* – Returned with completed material; *Pink* – Originator/hold copy