



One work order per copy request is required. Please allow 24 hours to complete your job.

ALL RESTRICTED PROGRAMS MUST SUBMIT A BUDGET NUMBER FOR PROCESSING

NOTICE

Classified Staff: Production will halt until a budget number is provided. **Faculty:** Dept. budget number will be charged at the end of the month.

It is the department's responsibility to keep and save this receipt. If you have any questions or need to dispute a charge, please retain and refer to this receipt.