Print approval form

TEMPLATE

WHEN THIS FORM IS NEEDED

A print request needs a budget holder's approval before the copy room prints it when it is expected to cost more than _____, when it is in colour and over _____ copies, or when _____. Everything else goes straight to the copy room.

THE REQUEST

Filled in by the person asking for the copies.

Requested by * _____ Department * _____

Date sent * _____ Needed by, date and time * _____

Document title * _____ Pages in the original * _____

Copies * _____

Sides * ○ Single-sided ○ Double-sided

Colour * ○ Black and white ○ Colour

Finishing ☐ Staple ☐ Hole punch ☐ Fold ☐ Booklet ☐ Laminate ☐ Bind

What it is for *

COST AGAINST THE BUDGET

Filled in by the copy room or the business office, at the school's own rates.

Sheets _____ Estimated cost _____

Department budget for the period _____ Spent so far this period _____

Left after this request _____

BEFORE YOU APPROVE

- ☐ The cost is filled in. If nobody could work it out, ask for the page count before deciding.
- ☐ You know what the department has left after this request, and what is still to come this period.
- ☐ It needs to be in colour, or black and white would do.
- ☐ It can be double-sided.
- ☐ Every copy is needed, or fewer would do, for example one per pair or one per table.
- ☐ The needed-by date leaves the copy room its usual lead time.

Free to copy, change and share.

DECISION

Filled in by the budget holder. A request that is not approved is not printed; send a new form for a smaller version.

Budget holder * _____

Decision * ○ Approved ○ Not approved

Reason, if not approved

_____

_____

Signature * _____ Date decided * _____

COPY ROOM USE ONLY

Filled in by the copy room, not the teacher or the budget holder.

Received with approval, date _____ Printed on, date _____

Printer _____ Picked up _____