

College of Agriculture, Food and Environment Clearance Sheet

Submit this sheet along
with your printing job.

Be sure to get all the required
signatures indicated below
for numbered Extension, Research
pubs and marketing pubs
before submitting to Ag Comm.

Section 1: Complete all of this section.

General Info

Job Title/Description: _____

Quantity: _____ Today's Date: _____

Date Needed: _____ This date is flexible (indicate): _____

Cost Center No.

*"4-" and "5-" numbers
cannot be used to pay
for inhouse printing.*

All print jobs require a "Cost Center" number, unless they're to be paid for with Priority Print Funds.

Cost Center Number: _____ or Use Priority Print Funds

Job Contact

*Who gets the
completed job?*

Contact: _____ Phone: _____

Department/Unit: _____

Address: _____

*Numbered pubs
go to the Distribution
Center unless you
specify otherwise.*

Distribution lists are on the back.

Signatures

<p>1. _____ Date _____ <i>Person making the request All requests</i></p>	<p>3. _____ Date _____ <i>CES Assistant Director (ANR, 4-H, FCS, CED) All priority print requests, all numbered pubs</i></p>
<p>2. _____ Date _____ <i>Department Chair or Unit Director All requests</i></p>	<p>4. _____ Date _____ <i>Associate Dean for CES or Research CES: only new/revised pubs EXP: all research pubs, all priority print requests</i></p>

Instructions

Section 2: Complete only the appropriate option in this section.

Print Only

*For jobs that can be
printed or copied as is.*

*We no longer offer tape
or plastic binding.*

<p>Print on: <input type="checkbox"/> One side only <input type="checkbox"/> Front and back</p>	<p>Folding: <input type="checkbox"/> Letter fold <input type="checkbox"/> Fold in half</p>	<p>Binding: <input type="checkbox"/> Staple upper left <input type="checkbox"/> Staple left margin <input type="checkbox"/> Saddle stitch</p>	<p>Paper: _____ _____ <input type="checkbox"/> 3-hole punch</p>
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Proofread

For jobs that you produce camera-ready. A paper copy of your document will be marked for grammar, punctuation, and spelling, and returned to you. No signatures are required for this service.

Edit/Design

*For any job that requires editing/design
prior to printing.*

Fill in the following for Extension or Research numbered pubs only:

New publication
 Revised publication
 Reprint

Pub number: _____
*(Ag Communications assigns
numbers for new publications.)*