



**CONCORDIA PARISH**  
**Requisition for Printing**  
 Send to Tish Giamanco @ The Media Center



Description of Form or Item \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date needed: \_\_\_\_\_

Printing submitted as: Hard-copy \_\_\_ Email \_\_\_ Number of originals pages sending to be copied \_\_\_\_\_

Size Paper: 8 1/2 x 11 \_\_\_\_\_ 8 1/2 x 14 \_\_\_\_\_ Number of Copies you are requesting to be printed \_\_\_\_\_

Inserted Pages \_\_\_\_\_

Printing Finishing: \_\_\_ 1 sided \_\_\_ 2 sided \_\_\_ Glue Binding (NCR/Padding) \_\_\_ Comb Binding (Central Office Only)

Duplicate paper: 2 part \_\_\_ 3 part \_\_\_ 4 part \_\_\_ 5 part \_\_\_

Stapled:  1 staple \_\_\_  2 staples \_\_\_ none \_\_\_

Other Instructions on printing: \_\_\_\_\_

**You must provide your own paper for your printing needs!**



1. Printing is done in **BLACK ONLY**. (**NO** color copies available)
2. Requests should be sent in at least a week in advance in order to receive it by specific date needed. (Please indicate a date; Do not use ASAP).
3. Do not send any copyrighted materials to be reproduced.
4. Requests sent in that are not readable or with print cut off the page will be returned.
5. Requests sent in **MUST** be ready for printing. The printing department is not responsible for any typing or making any changes.
6. Please send paper along with your request.
7. Make sure the request has the authorized signature. (Principal's, Supervisor's AND Toyua Watson or Cindy Smith) (Schools only)
8. Please attach this form **ONLY** to request. (**NO** post-it notes)
9. If there are any questions, call 318-336-4746 Tish Giamanco, Print Manager, ext. 3800. EMAIL: [tish.giamanco@cpsbla.us](mailto:tish.giamanco@cpsbla.us)

Location	# of Copies	Delivered To	Location	# of Copies	Delivered To
MC			FJH		
CO			FHS		
SPED			VLE		
CEC			VUE		
CPA			VJH		
FLE			VHS		
FUE			MHS		

Requested by \_\_\_\_\_ Authorized by (Principal/Supervisor) \_\_\_\_\_  
 Toyua Watson \_\_\_\_\_ Cindy Smith \_\_\_\_\_

