



DEPARTMENT REQUISITION FOR PRINTED MATERIALS

Contact:
470-578-5258
CampusPrintShop@kennesaw.edu

***All purchases must adhere to State, BOR and KSU policies for allowable use of state funds. State funds are any funds that the university holds title to (i.e. student activity fees, auxiliary funds, departmental sales and service, indirects, etc). **Gifts for faculty/employees are prohibited. Form must be filled out completely to be valid.**

Has your print-ready file already been submitted to the Print Shop? **Yes** **Inv. #**

General description of materials to be printed: **No**

What is the business purpose (i.e. how does it support the mission of KSU)?

List recipients – if applicable (recipients must sign acknowledging receipt). Please submit the form for signature approvals via DocuSign. Please be sure to list the Total from the Invoice, Fund, Dept. ID, Program, Expense Account # (and any other required/pertinent information) on the Requisition Form. Please complete the form, upload the completed form to DocuSign for signatures, and list CampusPrintShop@Kennesaw.edu as the last recipient (*cc-receives a copy – no signature required*).

Department Name \$ Amount

Will this be paid by the foundation? Yes

5-DIGIT SPEED CHART #:

* **PURCHASES PAID BY FOUNDATION MUST BE CHARGED SALES TAX.** No

Fund: Department ID Program Class Project Expense Acct #

Approval:

Employee Making Purchase (Please Print) Signature Email Date

Department Head (Please Print) Signature Email Date

Principal Investigator (Please Print) (*if charged to grant*) Signature Email Date

Business Manager (Please Print) (if applicable) Signature Email Date

The above approval authorizes the Office of Finance and Accounting to direct post Print Shop charges to the departmental account listed above.

website: kennesaw.edu/printing-services/print.php