



# 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**            **No**

General description of materials to be printed:

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

List of recipients – if applicable (recipients must sign acknowledging receipt. Please forward signatures to KSU Office of Finance and Accounting, Attn: General Ledger accountant indicating the department budget charged, date, and amount of purchase)

Department Name (Must show complete Speedchart)	Extension	Estimated Amount
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Will this be paid by the foundation?    Yes     No

\* PLEASE USE RECEIPT AS INVOICE TO THE FOUNDATION.

\* PURCHASES PAID BY FOUNDATION MUST BE CHARGED SALES TAX.

Fund	Department ID	Program	Class	Project	Expense Acct #
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Approval:

<hr/> Employee Making Purchase (Please Print)	Signature	Email	Date
<hr/> Department Head (Please Print)	Signature	Email	Date
<hr/> Principal Investigator (Please Print) (if charged to grant)	Signature	Email	Date
<hr/> 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](http://kennesaw.edu/printing-services/print.php)