

**LSU**

FINANCE &amp; ADMINISTRATIVE SERVICES

Printing Services

**REQUISITION FOR LSU MEMO PADS**

3555 River Road – Printing Office

Phone: 225-578-2017 • Fax: 225-578-2807

Email: printing@lsu.edu • www.lsu.edu/pas

**Instructions:**

1. Please type or print all information and fill in each field as you wish it to appear (i.e. Department of ..., School of..., etc.).
2. To expedite your order, please complete all the information below. Where there is a check box, please check the box to the front of your selection.
3. No request may be processed without a valid budget code number or cash payment.

Contact Name	Department Name	Job Number
Day Phone	Budget Code/Cash	<b>Pick up or Deliver</b>
Cell/Evening Phone	Authorization Name for use of Budget Code	Delivery Address
Fax	Email	Billing Address

**Quantity**  \_\_\_\_\_ pads / 100 sheets per pad

**Color**  One Color — Black [memo pads print on 20# white bond only]

**Your LSU Memo Information:**

**Parent Signature:** \_\_\_\_\_  
[see list provided]

**Department:** \_\_\_\_\_

**Memo  
Quarter Sheet**  
4.25 x 5.5 in.



**LSU** PARENT SIGNATURE [see list]  
Department

To: \_\_\_\_\_

Date: \_\_\_\_\_

**Memo  
Half Sheet**  
5.5 x 8.5 in.



- For your distribution
- For your disposition
- For your recommendation
- For your information
- For your files