

TENNESSEE STATE UNIVERSITY

REQUEST FOR OUTSIDE COPYING & DUPLICATING SERVICES

Date: _____ Department: _____

Contact Person: _____ Telephone: _____

P.R. No.: _____ Account No.: _____ Amount: \$ _____

The department has requested copying and duplicating services from other than the University's Copying and Duplicating Center. The following information is submitted:

- Job can be performed by the Center
- Job cannot be performed by the Center, if not why?
(Use space in Job Description below)
- Job needed by: _____
- Date of Event: _____
- Job cannot be completed in time to meet delivery date
- Adequate resources not available
- Special paper colors required and not available to perform job
- Special paper stock required
- Special binding required
- Other: _____

Job Description: Provide brief summary of job and reason(s) other than those checked above for wanting to use another source(s).

Signature: _____
Coordinator, Copying & Duplicating Center

Date: _____

----- **FOR USE BY PURCHASING AND BUSINESS SERVICES ONLY** -----

- Approved to obtain services from Doc-U-Tech Center on campus. (Note: A completed copy of this form must be attached to the purchase requisition or transfer voucher before charges for services can be approved and/or credited.)
- Approved to obtain services off-campus providing such service is competitively bid by Purchasing.
- Disapproved in that job can be performed by the Copying and Duplicating Center.

Note: A personal expense may be incurred if purchasing policies and procedures are not followed, when obtaining off-campus copying and duplicating services or when obtaining services from any source before checking with the Copying and Duplicating Center, without prior written approval.

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| Approved By: _____ | Title: _____ | Date: _____ |
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