

IMPORTANT INSTRUCTIONS:

The new Printing Request Order needs to be used for placing all printing orders after June 1, 2007. Please recycle all previous editions of the PPO or Copy Center Order form. The form on State Printing's website is a pdf but can be completed and saved with Adobe Reader. This is a free download.

Date Submitted to State Printing - complete in format mm/dd/yyyy

Department Code - OAKS funding information

Agency Reference Number - tracking number for agencies (formerly document number)

Shaded area - completed by State Printing

Fund, Account, ALI - Appropriation Line Item, Program - OAKS funding information

OAKS Shipping Code - OAKS Business Unit or specific location

Fill out completely: Proof to, Ship to, & Bill to information

OAKS Requestor - Person entered by agency in OAKS system connected to agency approval levels

Contact your fiscal office for any OAKS funding information.

Specifications - Fill in details of printing order completely. Doing so will expedite your printing order

Please complete and send the form electronically so funding information codes can be recorded in OAKS accurately

Reminder: State Printing will be the requisitioner in OAKS for all commercial printing jobs.