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| FORMA21-A(Rev 8/94) |  | STATE OF WASHINGTONPRINTING REQUISITION | AGENCY | AGENCY NO | DATE | REQUISITION NO |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| TO BE COMPLETEDBY DEPARTMENT**OF PRINTING** | AGENCY REF | ENCUMBRANCE AMOUNT BASED ON ORIGINAL SPECIFICATIONS | PRINTER’S JOB NO |
| QUANTITY | [ ]  BOOKS | JOB NAME OR FORM TITLE | FORM NO. | DATE REQUIRED |
|  | [ ]  SET |  |  |  |
|  | [ ]  SHEETS |  |  |  |
| SIZE | OTHER INSTRUCTIONS |
| **X**  |  |
| (IN WIDE) (IN HIGH) |  |
| [ ]  ENVELOPES | [ ]  NEW |  |
| [ ]  FORMS | [ ]  REVISED |  |
| [ ]  PUBLICATIONS | [ ]  REPEAT |  |
| PAPER STOCK |  |  |
|  |  |  |
|  ( TYPE) | (COLOR) |  |
| INK COLORS |  |
|  |  |
| AGENCY FURNISHES | ESTIMATE NUMBER |  |
| [ ]  DISC | [ ]  NEGATIVES |  |  |
| [ ]  COPY | [ ]  LAYOUT | CONTACT PERSON NAME & PHONE NUMBER |  |
|  |  |  |  |  |
| [ ]  ART | [ ]  CAMERA READY MATERIAL |  |  |  |
|  |  | (NAME) | (PHONE) |  |
| [ ]  SAMPLE |  | PREVIOUS REQUISITION &/OR PRINTER’S JOB NUMBER |  |
|  |  |  |  |
| PROOF REQUIRED | DELIVER COMPLETED JOB TO | REQUESTED BY |
|  TO:  |       |  |
| [ ]  YES |  |  |
|  |  | TITLE |
| [ ]  NO | PHONE |  |  |
|  |  |  | PHONE NO | SIGNATURE |
| BINDING |  |  |  |
|  |  |  |  |
|  |  |  |  |
| PACKAGING | NOTE: If this requisition is for a publication, the requesting agency head’s signature is required (Reference: RCW 40.07) | AGENCY HEAD (See note at left) |
|  |  |  |
| DOCUMENT NO. | LIQUIDATION DATE | RECEIVED BY | DATE RECEIVED |
|  |  |  |  |
| PREPARED BY | PHONE NO | DATE | AGENCY APPROVAL | DATE |
|  |  |  |  |  |
| DOC DATE | PMT DUE DATE | CURRENT DOC NO | REF DOC NO | VENDOR NUMBER | VENDOR MESSAGE | USE TAX | UBI NUMBER |
|  |  |  |  |  |  |  |  |
| REFDOC SUF | TRANS CODE | MOD | FUND | MASTER INDEX | SUB OBJ | SUB SUB OBJECT | ORG INDEX | WORK CLASS  | COUNTY | CITY/TOWN | PROJECT | SUB PROJ | PROJ PHASE | AMOUNT | INVOICE NO |
|  |  |  |  | APPN INDEX | PROGRAM INDEX |  |  |  | ALLOC | BUDGET UNIT | MOS |  |  |  |  |  |
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| ACCOUNTING APPROVAL FOR PAYMENT | DATE | WARRANT TOTAL | WARRANT NO |
|  |  |  |  |