



# College of Agriculture Clearance Sheet

Submit this sheet along with your printing job.

Be sure to get all the required signatures indicated below for numbered Extension and Research pubs before submitting to Ag Comm.

## Section 1: Complete all of this section.

### General Info

Job Title/Description: \_\_\_\_\_

Quantity: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date Needed: \_\_\_\_\_  This date is flexible (indicate): \_\_\_\_\_

### Cost Center No.

4, 5, and 9 acct. numbers cannot be used to pay for in-house printing.

All print jobs require a "Cost Center" number, unless they're to be paid for with Priority Print Funds.

Cost Center Number: \_\_\_\_\_ or  Use Priority Print Funds

### Job Contact

Who gets the completed job?

Numbered pubs go to the Distribution Center unless you specify otherwise.

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Department/Unit: \_\_\_\_\_

Address: \_\_\_\_\_

Distribution lists are on the back.

### Signatures

1. \_\_\_\_\_ Date \_\_\_\_\_  
Person making the request  
All requests

3. \_\_\_\_\_ Date \_\_\_\_\_  
CES Assistant Director (ANR, 4-H, FCS, CED)  
All priority print requests, all numbered pubs

2. \_\_\_\_\_ Date \_\_\_\_\_  
Department Chair or Unit Director  
All requests

4. \_\_\_\_\_ Date \_\_\_\_\_  
Associate Dean for CES or Research  
CES: only new/revised pubs  
EXP: all research pubs, all priority print requests

### Instructions

\_\_\_\_\_  
\_\_\_\_\_

## Section 2: Complete only the appropriate option in this section.

### Print Only

For jobs that can be printed or copied as is.

We no longer offer tape or plastic binding.

<b>Print on:</b>	<b>Folding:</b>	<b>Binding:</b>	<b>Paper:</b>
<input type="checkbox"/> One side only	<input type="checkbox"/> Letter fold	<input type="checkbox"/> Staple upper left	_____
<input type="checkbox"/> Front and back	<input type="checkbox"/> Fold in half	<input type="checkbox"/> Staple left margin	_____
		<input type="checkbox"/> Saddle stitch	
			<input type="checkbox"/> 3-hole punch

### Proofread

For jobs that you produce camera-ready. A paper copy of your document will be marked for grammar, punctuation, and spelling, and returned to you. No signatures are required for this service.

### Edit/Design

For any job that requires editing/design prior to printing.

Fill in the following for Extension or Research numbered pubs only:

New publication  
 Revised publication  
 Reprint

Pub number: \_\_\_\_\_  
 (Ag Communications assigns numbers for new publications.)

**Mail Distribution**

- Research and Teaching
- College Administrative Group
- Regional Coordinators
- District Directors
- State and Area Extension Specialists
  - Agriculture
  - Family and Consumer Sciences
  - 4-H/Youth Development
  - Rural and Economic Development
  - On Campus
  - Off Campus
- County and Area Extension Agents
  - Agriculture
  - Family and Consumer Sciences
  - 4-H and 4-H Contact Agents
  - Foods & Nutrition (EFNEP) Assistants
- Other
  - Disk or labels provided

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<input type="checkbox"/> County Offices .....	120
<input type="checkbox"/> County Offices, KSU, Quicksand, Princeton .....	123
<input type="checkbox"/> County Packet .....	226

All county offices, plus one for each area specialist.