Lansing School District

GRANT FUNDED PRINT/COPY/MAILING AUTHORIZATION

Please complete this form for all grant funded print shop projects and send to DASI by courier, fax **(1049)**, or email to your building’s assigned compliance officer. Allow enough time for review and approval before items are needed. DASI staff will send the form to the print shop for processing once it is approved.

TODAY’S DATE:

BUILDING / DEPARTMENT:

REQUESTED BY:

PRINT / COPY / MAILING (circle one or more)

DATE NEEDED:

DESCRIPTION:

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

PRINT / COPY

ASN:

ACCOUNT:

MAILING

ASN:

ACCOUNT:

PRINCIPAL / DEPARTMENT DIRECTOR SIGNATURE DATE

DASI APPROVAL SIGNATURE DATE

(Completed by DASI Staff): AMOUNT NOT TO EXCEED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_