

# ADMINISTRATIVE JOB REQUEST

John Markle's approval AND 10 days' notice are required

Group/Event: \_\_\_\_\_ Today's date: \_\_\_\_\_ Requested by: \_\_\_\_\_

Total Amount Charged: \_\_\_\_\_ Acct # to be charged: \_\_\_\_\_

| <b>Type of work</b>   | <b>General Description</b> | <b>Specifics</b><br>#s, dates,<br>deadlines, etc. | <b>Charges</b><br><small>(completed by John Markle)</small> |
|---|----------------------------|---|---|
| <b>Mailing / Postage</b><br>Acct # 40546                                |                            |   |   |
| 200 needed for bulk mailing   |                            |   |   |
| <b>Copying</b><br>Acct #40538   |                            |   |   |
| 1 side B/W .05 pp<br>1 side color .12 pp                                |                            |   |   |
| <b>Office Supplies</b><br>Acct #40547                                   |                            |   |   |
| <b>Non Letter Head</b><br>.01 per page / .05 per envelope               |                            |   |   |
| <b>Letter Head</b><br>.12 per page / .18 per envelope                   |                            |   |   |
| <b>Labels</b><br>1 box 1100 sheets \$18.95<br>.19 per page of 30 labels |                            |   |   |
| <b>ACS</b>  |                            |   |   |
| <b>Typing</b>   |                            |   |   |
| <b>Miscellaneous</b>  |                            |   |   |

Additional Information or Costs: (If this needs to be sent out to be done elsewhere, there will be additional costs)

---



---



---



---

Approved: \_\_\_\_\_ Date: \_\_\_\_\_