ITD PRINTROOM

UNIVERSITY OF LIMERICK OLLSCOIL LUIMNIGH | **Information Technology Division**

Paper Requisition Form

Description	Quantity		*Office Use only*	
	# of Boxes*	**# of Reams**	**Price**	**Total**
A4 White Paper				
A4 Colour Paper (ream)				
A4 Card (Pkt of 250)				
A3 White Paper (ream)				
A3 Colour Paper (ream)				
Lecture Notes – Ref No:				
Binding				
Other:				

*1 x box contains 5 x reams of paper

Complete this section ONLY if Delivery is Required	
Deliver to:	
Building & Room Number:	
DELIVERED BY	

Complete this section - Please print legibly

Requisitioned by: (Name) PRINT NAME		**Ext No:**
Department		**Date:**
Cost Centre		

Please email this form to Printit@ul.ie in order to complete this order.