

THE UNIVERSITY OF TENNESSEE

Instructions:

- 1) Sections I & II to be completed by initiating department
- 2) Send original copy to University Printing

**REQUEST FOR PRINTING AUTHORIZATION NUMBER**

SECTION I:

Proposed publication title: \_\_\_\_\_  
 Previous Authorization Number: \_\_\_\_\_ Number to be automatically renewed?: \_\_\_\_\_  
 Through 20: \_\_\_\_\_  
 College: \_\_\_\_\_ Department: \_\_\_\_\_  
 Person(s) responsible (Author): \_\_\_\_\_ Campus Address: \_\_\_\_\_  
 Specifications (size, number of pages, colors, etc.) of proposed Bookkeeper (contact): \_\_\_\_\_  
 Publication: \_\_\_\_\_ Campus Phone No.: \_\_\_\_\_  
 \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 \_\_\_\_\_

Proposed publication date: \_\_\_\_\_ Frequency: \_\_\_\_\_ and Quantity per printing: \_\_\_\_\_

Objective(s) of publication: \_\_\_\_\_

Audience toward whom directed: Alumni: \_\_\_\_\_ Potential Donors: \_\_\_\_\_ Prospective Students: \_\_\_\_\_ Gen'l Outside Dist.: \_\_\_\_\_  
 Other: \_\_\_\_\_ Specify \_\_\_\_\_

Evidence of need for publication:  
 Cost: Estimated printing cost per issue: \_\_\_\_\_  
 basis of estimate: \_\_\_\_\_  
 handling and distribution cost per issue: \_\_\_\_\_  
 Cost of staff time required for this publication: \_\_\_\_\_

Source of Funds: State: \_\_\_\_\_ Federal: \_\_\_\_\_ Other: \_\_\_\_\_

Account Name: \_\_\_\_\_ UPM Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Grant: \_\_\_\_\_ Private: \_\_\_\_\_ Local: \_\_\_\_\_ Specify: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Approval:  
 Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_

SECTION II:(FOR PUBLICATIONS WHICH DO NOT REQUIRE NUMBERS)

I affirm that this publication does not require an authorization number, in accord with State Law and University Guidelines:

\_\_\_\_\_ Department Head \_\_\_\_\_ Dean/Director \_\_\_\_\_ Date

Authorization of printing/bidding:

SECTION III:FOR UNIVERSITY PRINTING USE

Authorization No.: \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Show this number adjacent to Campus Identification on the Publication)