

Office of Campus Activities
Student Organization Request for Duplication



* 100 one sided copies or 50 double sided copies are duplicated on site and require 3 business days.
* More than 100 copies are sent to Duplicating and require approximately 7 business days.

Name: _____ E-Mail: _____ Phone No.: _____

Student Organization: _____ Account No.: _____

Title Of Document: _____

Number of Copies Requested*: _____

One Sided Two Sided Hard Copy Electronic File (color must be electronic); send to campact@upstate.edu

Page color (check one): White Blue Pink Yellow Green

OFFICE USE ONLY

Date Requested: _____
Date Needed: _____
Completed By: _____
Picked Up By: _____