

REQUEST FOR COLOR COPIES

This form tracks color copying usage by an employee. No copying shall be done in color unless the employee has completed a Request for Color Copies Form. All color copies should be for the benefit of the organization and not for personal use.

THE FOLLOWING GUIDELINES APPLY TO COLOR COPYING USAGE BY AN EMPLOYEE:

- The copies are to be used for work-related activities.
- If there is a problem with the copier, immediately notify the Office Manager or assignee.

Date And Time of Usage	Number of Copies	Purpose

Date of Request: _____

Employee Requesting Usage (print name) _____ **Signature:** _____

Approved By (print name) _____ **Signature:** _____ **Date:** _____

Office Manager (or Assignee)