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| **To:** | Student Finance Board |
| **From (Organization Name):**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **CC:**  | SFB Executive Board |
| **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Re:**  | Printer Copy Requests­­­­\_\_\_\_ |

**(Your Organization Name)** requests to have \_\_\_\_\_\_\_\_\_ more copies for their print code. The organization’s print code number is \_\_\_\_\_\_\_\_\_\_\_.

[ ]  The organization understands that printer copy requests are made at the end of every fiscal year during base budgeting. The organization promises to keep track of increases in printer copy requests in order to ensure the proper number of copies are requested for the next fiscal year.

Organization Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Liaison Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Liaison Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Treasurer Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_