

Ming Chuan University**銘傳大學** Taipei Campus 台北校區 Taoyuan Campus 桃園校區**Copy Request Form****文件印製申請單**

Date of request 申請日期： _____

Signature of Requestor 申請人： _____

Unit Name 單位名稱	Requestor's Name 申請人姓名	Type of Material 文件類別	No. & format of original pages provided 頁數及規格	Format of copies to be made 影印規格	Number of copies (before cutting, if applicable) 1 double-sided sheet = 1 copy 份數	Intended audience 使用對象		Total number copies of this item for the same course 同科目講義 累計頁數
						Class No. 班級代號	Course No. 科目代號	
Unit No. 單位代號	Requestor's ID 申請人編號	<input type="checkbox"/> notes 講義 <input type="checkbox"/> test 試卷 <input type="checkbox"/> table 表格 <input type="checkbox"/> mtg. info 會議資料 <input type="checkbox"/> name records 名冊 <input type="checkbox"/> other 其他	A4 _____ B4 _____ A3 _____	See Below 參照下列 ✕	A4 _____ B4 _____			

✕ Choice of copying format 印刷規格選擇：

 Onto A4 paper A4 印刷 Single-sided 單面印刷 Cut in half (if not in half, please specify: _____) 對切 Onto B4 paper B4 印刷 Double-sided 雙面印刷 Stapled 裝釘

Unit Supervisor's Signature 申請單位主管	<i>Not necessary for copying teaching materials</i> 教師印製講義無須主管簽意見	Reason for request 申請理由	<i>Not necessary for copying teaching materials</i> 教師印製講義無須填寫
Dean of Academic Affairs 教務長	<i>Final Decision is the Dean's propriety</i> 本案依分層負責授權教務長決行	Curriculum Section Supervisor 課務組	

Signature of faculty/staff member collecting copies 具領人簽名： _____

Notes 附註：

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2. Materials will be copied according to the request as long as faculty members follow the correct procedure. 教師印製講義合乎規定者，承辦員直接執行。
3. Please submit applications 5 days in advance of needing the copies. 請 5 天前提出申請。
- 4 Copy center will stop taking your copy requests 2 full weeks prior to mid-term and final exams. 印刷室在期中考、期末考前 2 週停止接受文件印製申請。

