Date submitted: Number of copies needed to d Date	Quantity:istribute at a meeting/event on:nt name/Grant expiration date/Account number	Distribution Instructions (If more detail is required, please include instructions or list.) Deliver: Use preorders; stock extras in Distribution Notify me to pick up copies and bill me: Name Phone Cover letter:	SPO # Quarter KSPS Date: Req. #: Job #: Duplicating Date: Req. #: Req. #: Mac Time Yes No
Requestor: SignatureAddressApproved for publication by:		☐ Yes, cover letter by: Name Distribute:* ☐ Restricted (Use distribution list.)	Hours: Publications Release Editor: Duplicating:
Department head/Research center h	nead/Extension state leader	One copy to: ☐ County offices (105) ☐ County offices (105) plus directors (8) = (113)	Distribution: Pricing Qty. printed:
For manuscripts requiring pe (i.e., numbered, informational, rese This manuscript has been peer 1 2 3	er review: earch reports, etc.) reviewed by:	□ Area directors (5) □ County/area/state staff (498) Copies to: □ Publications	Prtg./Purchase cost: \$Other costs: (itemize) \$\$
Publication Description This publication is: New publication: allocation New cost recovery Reprinted—no changes Electronically published only Newsletter Vendor/address	 New publication: Grant Major revision-discard old copies Minor revision-use old copies Revised-send requestor old copies 	Subject: ("Subject" is a content designator or topic using a controlled vocabulary to categorize materials about the same subject.) Keyword(s): ("Keyword" is a word or phrase that describes the content of the resource.) Description of Publication (40 words or less)	

Publications Request Card

Department of Communications/Publications Unit 311 Umberger Hall, (785) 532-5805