

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 _____			
<b>✕ Choice of copying format 印刷規格選擇：</b> <input type="checkbox"/> Onto A4 paper A4 印刷 <input type="checkbox"/> Single-sided 單面印刷 <input type="checkbox"/> Cut in half (if not in half, please specify: _____) 對切 <input type="checkbox"/> Onto B4 paper B4 印刷 <input type="checkbox"/> Double-sided 雙面印刷 <input type="checkbox"/> 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：

1. PRINTING POLICY: For general teaching material, 2 or more sheets of A4 will be combined on one or more sheets of B4. 兩張以上A4之講義以合併成B4為宜。
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。