

REQUIRED SUBMISSION CHECK OFF LIST

▪ **ONLINE SUBMISSION LIST - Make sure you have:**

- Documents that are ready to be uploaded preferably Microsoft Office and PDF formats)
- Follow online prompts
- Attach document on last page
- Wait for confirmation E-mail
- Further questions or assistance please call (619) 644-7392

▪ **DROP OFF LIST – Make sure you have:**

Filled out our ***JOB TICKET*** completely

- Name
- Date submitted
- Date wanted
- Grossmont / Cuyamaca / District
- Department
- Department key code
- Phone number
- Title of document
- Number of copies
- Number of originals
- Collate
- Staple
- 3-Hole Punched
- 1 sided or 2 sided

▪ **ALL SPECIAL JOBS**

- Approval (Signature on job ticket or by printed email)
- Keycode