

HOW TO PRINT ON CARBONLESS PAPER

- 1.) Open wrapper on label end. Do not remove all of the paper from wrapper. Label has arrow showing which side of paper is to be printed on.
- 2.) Only remove one set at a time. As you remove paper, set should be in this order: first goldenrod, second pink, third canary yellow and fourth white. Do not change order.
- 3.) Determine which side of the paper your printer prints on.
- 4.) If your printer prints on top of the sheet, put the set in the tray just like you pulled it out of the package with goldenrod on top.
- 5.) If your printer prints on the bottom of the sheet, place the set in the tray flipped over with white on top.
- 6.) Once it has been printed, reverse the order of the sheets as follows: first white printed side up, second canary yellow printed side up, third pink printed side up, and fourth goldenrod printed side up.

As a reminder, the department should keep the goldenrod copy and submit the white, canary yellow and pink copy to Budget Services. After the PAR has completed all processing stages, the canary yellow copy is returned to the originating department.