

Large Format Printing Requisition

Faculty or Student Name: _____

Authorizing Instructor: _____

Requestors Email Address _____

Date Submitted: _____

Date Needed (allow 4 business days from date of submission): _____

File Format: _____ Finished Size: _____

Poster created on: Mac Computer Windows Computer

Please fill out the appropriate section based on type of work being submitted:

Instructional Technology Center (ITC) Office: Stillman 105 Phone: x4820

<input type="checkbox"/> Faculty Scholarship	<input type="checkbox"/> Faculty-Student Scholarship
<input type="checkbox"/> Student Research	<input type="checkbox"/> Presidential Scholars Project
<input type="checkbox"/> Center for Undergraduate Research Project	<input type="checkbox"/> Culminating Project for Degree
<input type="checkbox"/> Other: _____	

The ITC will print one copy only, therefore, please ensure that any poster submitted for printing has been proofed carefully. It is the responsibility of the requestor to cover the cost of any additional copies printed at Central Printing Services. Please contact the ITC with any questions: (315) 267-4820 or email <mailto:itc@potdam.edu>

College Libraries: (Students Only) Office: Crumb Library Phone: x2483

<input type="checkbox"/> Poster Creation Workshop Project	<input type="checkbox"/> Student Course Related Project
<input type="checkbox"/> Other: _____	

Libraries' printing is covered by course-specific fees, or must be accompanied by a Printing Card, available for purchase in the College Store. Please contact Keith Compeau with any questions: (315)267-2483 or email <mailto:compeakw@potdam.edu>

Central Printing Services: Office: Physical Plant Phone: x2054

<input type="checkbox"/> Faculty/Departmental Administrative Materials	<input type="checkbox"/> Class Materials
<input type="checkbox"/> Departmental Marketing/Advertising Poster	<input type="checkbox"/> Departmental Directory Poster
<input type="checkbox"/> Other: _____	

OFFICE USE ONLY

Job Accepted By: _____ Date: _____

Notes: