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
　　☐Faculty Scholarship   ☐Faculty-Student Scholarship
　　☐Student Research   ☐Presidential Scholars Project
　　☐Center for Undergraduate Research Project   ☐Culminating Project for Degree
　　☐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@potsdam.edu

_____

College Libraries: (Students Only)   Office: Crumb Library   Phone: x2483
　　☐Poster Creation Workshop Project   ☐Student Course Related Project
　　☐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@potsdam.edu

_____

Central Printing Services: Office: Physical Plant   Phone: x2054
　　☐Faculty/Departmental Administrative Materials   ☐Class Materials
　　☐Departmental Marketing/Advertising Poster   ☐Departmental Directory Poster
　　☐Other: _____

_____

OFFICE USE ONLY

Job Accepted By: _____Date: _____
Notes: