



COMPUTING CENTER

Departmental Fund Authorization for Printing Charges

It is our policy that anyone wishing to charge print jobs to a departmental account must have authorization from one of the following: Chair, Dean, or Business Manager of that department. We require that this form be filled out in its entirety and signed by the appropriate authority before printing.

Name *(you may list more than one)*

Email

Specific Print Jobs *(size, format, and content)*

Dates for use *(one time or until)*

I hereby grant the named person(s) permission to charge these print jobs to the departmental account listed on this form.

Authorized Signature	Name <i>(print)</i>
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Chair Dean Business Manager Director

Position <i>(circle one)</i>	Email
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Phone	Department name
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Legacy Dept/ Fund Number	New Dept Fund Class
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 For Office Use Only
 Customer # _____

**INSTRUCTIONS FOR FILLING OUT PRINT FORMS FOR POSTERS
(Departmental Fund Authorization for Printing Charges Form)**

1. Obtain a grant number from your Research Advisor to pay for the poster printing. This grant number should be placed on the line labeled, “**Legacy Dept/Fund Number**”, at the bottom of the form. The number should be accompanied by the initials or signature of your Research Advisor (see below):



UNIVERSITY OF
SOUTH CAROLINA
College of Arts and Sciences

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Authorized Signature	Name <i>(print)</i>
<input type="checkbox"/> Chair <input type="checkbox"/> Dean <input type="checkbox"/> Business Manager <input type="checkbox"/> Director	
Position <i>(circle one)</i>	Email
Phone	Department name
Legacy Dept/ Fund Number	New Dept Fund Class



Computing Center, College of Arts and Sciences, University of South Carolina
Gambrell Hall 003, 777-7840

2. Submit the form for signature by the Department Chair at least one day in advance (otherwise, we cannot ensure the form will be signed in time to meet your event).