

Name (you may list more than one)

COMPUTING CENTER

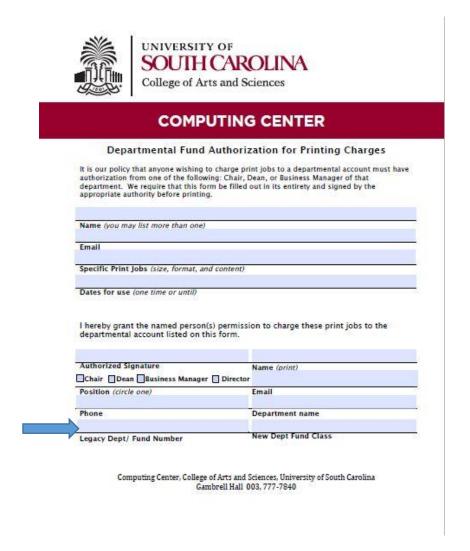
Departmental Fund Authorization for Printing Charges

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.

Email		
Linan		
Specific Print Jobs (size, format, and content)		
Dates for use (one time or until)		
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Lleaveler and the managed managed or an arranged managed		
I hereby grant the named person(s) permission to charge these print jobs to the		
departmental account listed on this form.		
Authorized Signature	Name (print)	
Chair Dean Business Manager Director	r	
Position (circle one)	Email	
Phone	Department name	
	•	
	Now Dont Fund Class	
Legacy Dept/ Fund Number	New Dept Fund Class	******
Legacy Dept/ Fund Number	New Dept Fund Class	**************************************

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):



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).