Most large-format printing is paid for by the individual requesting the printing. If a department or program covers the cost of large format printing, please complete this form and present when the printing request is submitted. Unless otherwise stipulated, all large format printing is 36 x 48” on glossy stock. The department or program is charged $17.00 for each copy.

Printing Requested by:__________________________________________________________________

Department or Program to be Charged:____________________________________________________

Charge Fund-Org __________ - __________ - 9045

Approved by: (print name) ________________________________

Approved by: (signature) ________________________________ Date: ______________

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For Office Use:

Credit Fund-Org __________ - __________ - 9045

Initials: ________________________________ Date: ___________________________