**POSTER PRINTING PROCEDURES AND IDT ORDER FORM**

**Drop-Off / Pick-up**

1. File must be burned to a CD-R.

2. All contact information must be written on the CD-R with permanent marker. Contact info must include

 Name, telephone number, and email address.

3. CD-R must be dropped off at Dean’s Office to Maria Alvarez (2.106F) **three days in advance**.

4. When poster is ready the person listed on contact info will be contacted for pick-up.

**Payment**

1. **EXACT** cash or an IDT will be accepted as payment for poster printing prior to services. Either cash or signed completed IDT form must be presented along with CD-R before printing will commence. IDT form must be filled out and signed by account administrator of account being charged.
2. Cost for poster is $3.50/Sq. ft with a $10 minimum charge.
3. A $10 rush fee will be charged for **each poster** not requested three days in advance.

|  |  |
| --- | --- |
| THE UNIVERSITY OF TEXAS AT SAN ANTONIO  | VOUCHER NO. T: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
|  | DATE RECORDED IN OFFICE OF ACCOUNTING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**I N T E R D E P T.**

**T R A N S F E R V O U C H E R**

|  |
| --- |
| DATE VOUCHERED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DEPARTMENTAL VR. NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
|      ft. X 2ft. X       (#OF POSTERS)      ft. X 3ft. X       (#OF POSTERS)      ft. X 4ft. (actual width 42 in.) X       (#OF POSTERS) **RUSH FEE: $10.00 FOR EACH POSTER**  | Unit Price$3.50/sq ft.$3.50/sq ft$3.50/sq ft $10.00 | Total                     |
| THE FOLLOWING INFORMATION MUST BE FURNISHED FOR ORIGINAL, ENTRIES BEING ADJUSTED BY THIS IDT: |       |       |
| VOUCHER NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE : | AMOUNT:       | TOTAL: |

|  |  |  |  |
| --- | --- | --- | --- |
| ACCOUNT TITLES | ACCOUNTNUMBERS | CODES | AMOUNTS |
| **CHARGE**:  |  |  |  |  |
|       |       | 1357 |       |       |
|  |  |  |  |  |
| **CREDIT**:  |  |  |  |  |
| COE – POSTER PRINTING  | 19-1300-1296 | 3900 |       |       |
|  |  |  |  |  |

APPROVED FOR DEPARTMENT BEING CHARGED APPROVED FOR DEPARTMENT RECEIVING CREDIT

(Account Administrator)