

UMBC Graphics Lab Services:
REQUEST FOR SERVICES

CNMS SUMMER UNDERGRADUATE RESEARCH FEST AT UMBC
Event Date: Wednesday, August 8, 2012

To be completed by Staff:

Estimated Cost: \$_____

Actual Cost: \$_____

Please print

Date of this Request: _____

Student Name: _____

UMBC Undergraduate: ☐ Summer Program Participant: ☐

Program Affiliation: _____

Student Cell Phone: _____ Student Alternate Phone: _____

Student e-mail: _____

ITEM REQUESTED: _____

Poster ☐ Banner Only ☐ Other: ☐ _____
Please describe.

DATE DESIRED: _____

Item Title: _____

Poster Size: No Larger than 36" Wide by 42" Long

Has this item been reviewed and approved by your research mentor? Yes ☐ No ☐

Operating Platform Used? Windows ☐ MAC OS-X ☐ File supplied via: _____
e-mail? Disk? Jumpdrive?)

RESEARCH LAB or MENTOR NAME:

(Please explain if other than UMBC Location: _____)

FUNDING SOURCE (PeopleSoft Chartstring - required)

TCode*	Fund*	Prog FIN*	Dept*	Account*	Prog Op	SOF**	Debit/Credit Amount* +/-	Proj Business Unit	Project	Activity ID	Resource Type	Resource Category	Analysis Type

APPROVAL OF PERSON AUTHORIZING EXPENSE (i.e., Program Coordinator or Director):

Signature

Date

Submit completed form to: UMBC Illustrative Services - No Later than 9:00 a.m. – August 1, 2012
Tim Ford - Biological Sciences Building, Room 102 - tford1@umbc.edu

Note: Item requested will not be released until Chart String of Funding Source and Approving Signature are obtained.