

Plotter Project Request Form

Funds be deposited in Plotter Account #23-697-47 at IU East Bursar's Office

* Requestor: _____

* Description: _____

* Customer: IU East Ivy Tech

* Date: _____ * Phone # or Extension: _____

* Payment Type: Cash † Check † Dept. Bill (specify below) Other † _____

* Department: _____ Account to bill: _____

* Paper Type: Matte Glossy Customer-supplied Laminate? (\$3.00/ft)

* Date to be completed by: _____
(allow at least 48 hours)

* Number of Posters: _____ Size: _____

* Software created in: Publisher Photoshop Acrobat Other _____

Other persons authorized for pickup: _____

* Do you have copyright permission (if applicable)?: Yes No

If not, why? _____

The Library expects that users will have taken the appropriate steps to obtain copyright permissions for using images and materials that they have not designed themselves. Title 17 of the U.S. Code governs the use of copyrighted materials. The patron assumes liability for any infringement. Your signature or e-signature indicates your understanding of these responsibilities.

* Customer Signature: _____

Office Use: _____

Notes:

Total Cost: _____

* indicates a required field

† If paying by means other than Department Billing, please return the pink receipt from the bursar to the library to complete the transaction.

Contact Matthew Dilworth (mdilwort@indiana.edu, 765-973-8279) with questions