

**UMBC Graphics Lab:
REQUEST FOR SERVICES**

Please print

To be completed by ILS Staff:

Estimated Cost: \$ _____

Actual Cost: \$ _____

Date of this Request: _____

Student Name: _____

UMBC Undergraduate: Summer Program Participant: Graduate Student:

Program Affiliation: _____

For what event and date is this item requested? _____

Student Cell Phone: _____ Student House/Dorm Phone: _____

ITEM REQUESTED:

Poster Banner Only Other: _____
Please describe.

DATE DESIRED: _____

Item Title: _____

Maximum or Desired Dimensions: _____

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*

Please submit completed form to: *Tim Ford or Jeremy Swan, UMBC Illustrative Services,
Biological Sciences Building - Room 102*

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