

# UCI Libraries Copy Services Poster Printing Service

## KFS Departmental Recharge Authorization Form

Please bring completed form to the Science Library Check Out Desk when you pick up your poster. Poster will not be released without completed form.

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Fiscal Officer Name: \_\_\_\_\_

Phone Ext: \_\_\_\_\_ Email: \_\_\_\_\_

KFS Account #: \_\_\_\_\_

Optional: Project Code: \_\_\_\_\_ OrgRefID: \_\_\_\_\_

I authorize \_\_\_\_\_ to print \_\_\_\_\_ poster(s)  
at \$50 each for a total of \$\_\_\_\_\_.

\_\_\_\_\_  
Fiscal Officer Signature

UCI Libraries Check Out Desk Use Only

Poster(s) picked up: Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

UCI Libraries Business Office Use Only

KFS Doc # \_\_\_\_\_

For questions please contact Kim Bishop at x4-5647 or kbishop@uci.edu