

# PLOTTER USE AUTHORIZATION FORM

(Check One)

\_\_\_ Research Foundation Charge (please fill out project, task & award # below)

RF Project	Task	Award

\_\_\_ Personal check or money order made payable to University at Buffalo (due upon printing).

\_\_\_ IFR charge (Faculty should check with Alison to make sure they have money their IFR accounts)

Name: \_\_\_\_\_

Faculty Signature (for account charges): \_\_\_\_\_

Poster purpose (check one) Conference \_\_\_\_\_ Lab Research \_\_\_\_\_ Other \_\_\_\_\_  
(fill out section below)

Conference Name and Dates: \_\_\_\_\_

Poster Title (or attach abstract): \_\_\_\_\_

Poster authors: \_\_\_\_\_

Poster size requested: \_\_\_\_\_ Print requested (check one): \_\_\_draft \_\_\_final print

Type of paper requested (check one) \_\_\_Glossy \_\_\_Matte \_\_\_Satin \_\_\_Heavy weight

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**\*\*PLEASE NOTE\*\***

- Preferred formats .pdf, .ai, jpeg
- For final copy of conference posters please sign up 2 weeks in advance.
- If you miss your sign-up time you will be bumped to the end of the line with no printing guarantees made (consider Seneca Blue Print).
- Last minute printing requests made with one day or less notice cannot be processed. (consider Seneca Blue Print)

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Hours: M-F, 8:30am-5:30pm, Email: [rwkmail@roadrunner.com](mailto:rwkmail@roadrunner.com) ~\$150 for a 6ft X 42 inch poster on Semi-Gloss Photo Paper.

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\$12.00 per foot.

Comments/Other notes: