

Colour Poster Printing Request Form

Division of Chemistry and Biological Chemistry
School of Physical and Mathematical Sciences

Please circle accordingly

SPMS (PAP / MAS / Chair's Office) :	Student	Staff	Professor
CBC :	Student	Staff	Professor

Costs of the materials (Please circle and indicate quantity accordingly):

Size	Non-SPMS	QTY
	Price	
A0 – Size (84.1 x 118.9 cm)	\$25	
A1 – Size (59.4 x 84.1 cm)	\$20	
A2 – Size (42.0 x 59.4cm)	\$15	

Please fill up the relevant details: *Incomplete form will not be processed.*

Name of Requestor:	
Contact Number:	
Staff / Matric Number:	
School / Centre (if not SPMS):	
Email:	
Supervisor's Name:	
Cost Centre / Grant / WBS Number:	
Total Cost:	S\$_____ will be transferred to M020110201 GL70402201
Name of Event / Conference**: **Please attach supporting documents for verification, if applicable.	
Date(s) of Event / Conference:	
Poster(s) needed by (dd-mmm-yy):	

I have read and understood the requirements as per mentioned in appendix 1. Failure to comply with the requirements will result in delay/reject in printing.

<p><u>All these 5 boxes MUST be duly filled before submission</u></p>	<p>Name of Finance Business Partner (FBP) / Grant Verifier / Appointed Personnel to verify DOA, Charging account and fund availability:</p>	<p>Name of Approving Authority:</p>
<p>Signature of Requestor:</p>	<p>Signature of FBP / Grant Verifier:</p>	<p>Signature of Approving Authority:</p>

<p>*For poster pick up: <u>Acknowledgement by requestor:</u> The poster(s) is/are received in good order and in the correct quantity.</p> <p>_____</p> <p>Name and signature of requestor / Date</p>	<p>*For official use only Name and signature of approving officer:</p> <p>Approved / Reject If Reject (Reason):</p>
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Appendix 1

- All posters must be in PDF format and scaled according to the dimensions as indicated in the table above before submission.
- Submission of files to the student helper at the reception counter at the Division Heads Office should be done **5-working days in advance** together with the duly completed Request Form.
(e.g. For posters to be ready by next Thursday, submission to be done this Thursday, before noon)
The Division can opt to decline the printing job should the 5-working days guideline is not adhere to.
- # - OTHERS refers to conferences, FYPs, or all other form of poster printings
- A normal charge will be implemented for any reprinting if error is caused by requestor's negligence.
- **It is the requestor's responsibility to check and confirm the accuracy of poster printouts upon collection.** Original printing cost applies if rectification is not made immediately at point of collection.
- Posters are to be trimmed by requestor.
- No cash payment allowed.