

Large Format Poster Charges at Instructional Technology Services (ITS)

***PLEASE NOTE CHANGE EFFECTIVE AUGUST 12, 2008**

COSTS

1. The production of poster session materials that are based on the results of grant funded projects will be charged for both labor and materials at the current charge rate. Grant funded poster must be paid for with a Purchase Order (*not a Purchase Requisition*), ***cash and credit cards can no longer be used as payment** as per the SDSU administration.
2. The production of poster session materials that are based on the results of non-funded projects, and for which SDSU faculty are the only listed presenters, will be done at no charge. Once the faculty member has approved the proof, or declined to review the proof, any reprinting costs for changes or corrections made by the faculty will require payment. The original poster is printed no charge, all additional copies of a poster require payment by Oracle number.
3. The production of poster session materials that are based on the results of non-funded projects, and for which *an SDSU faculty member is one of a number of coauthors* (other co-authors might include graduate students, **NOT UNDERGRADUATE STUDENTS**) will now be printed at no cost, unless the labor costs go over \$54.00 (2 hrs x \$27.00/hr). Payment must be made using a departmental Oracle number.
4. **Printed posters will not be released until payment by P.O. or Oracle account number is received by ITS.**
5. **Paying for Poster Services with Foundation/Grant Money.**
Because of a change in policy by the SDSU Foundation and SDSU administration, effective immediately, clients wishing to pay for our services with **Foundation** funds **MUST OBTAIN A PURCHASE ORDER FROM THE FOUNDATION. *CASH OR CREDIT CARD payments can no longer be accepted.**

Foundation clients should get a purchase order from their Foundation account manager. Request a PO for the specific project or service or ask for an "open" purchase order which will be good for a specific time period and/or for a "not to exceed" dollar. This is how the Foundation describes the choices regarding purchase orders:

- a. One-time purchase order: this would be good for a specific job only. Based on estimates obtained by the client from ITS, a purchase order would be issued and a 'not-to-exceed' dollar amount would be indicated on the purchase order. If it is determined prior to completion of the work that additional materials or labor are needed, the client will obtain a revised estimate from ITS and submit a requisition to the Foundation to increase the purchase order. The one-time purchase order would most likely be used by infrequent users and/or for larger jobs.
 - b. Open purchase order: this is best suited for recurring needs. The purchase order would be valid for a specific period of time (i.e. grant period or fiscal year). It isn't tied to one specific job, but would be funded for a maximum dollar amount and allow for multiple billings. The funding level would generally be based on the prior year expenditures for product and/or services, or on a 'best guess'. Again, the client could submit a requisition to the Foundation to increase the open purchase order via change order if the original estimate is too low.
6. **ITS does not produce poster session materials for undergraduate students.** Reprographics Services on campus is one source for large format printing. Other sources include local companies such as CalCopy, Kinkos, Giant Photo or Photodyne.
 7. Mounting and laminating is **NOT** included as part of the poster printing service. Due to the high cost of mounting and lamination materials we must charge for those services– usually \$30-\$75, depending on the size of the poster.