



Stanford Bio-X Poster Printer

Application for a Print-It-Yourself Account

Return completed forms by scanning or sending a photo to:

clark-poster-printer@stanford.edu

(If necessary, you can also fax to 650-725-0400.)

To be completed by the applicant:

All Fields Must Be Completed	
Applicant Name (Print)	
SUNet ID (login name)	
Department	
PI Name	

To be completed by the approver (Finance Administrator or PI):

Fields Marked with a * Must be Completed	
* Project-Task-Award	
* PTA Expiration Date	
Charge Limit	
* Approver Name (Print)	
* Approver Signature	
* Approver Telephone	
* Date	

Printer Location: James H. Clark Center, 318 Campus Drive, Room S3.2

Questions? clark-poster-printer@stanford.edu - 650-497-4562

*Office hours are 8AM-12PM and 1PM-5PM every weekday, excluding holidays.

*Printer Workstation hours are 9AM-5PM weekdays, excluding holidays.

*Please allow 1 - 2 full business days for processing. Thank you!