

ORCA Wide Format Poster Printing Guidelines

The following policies concerning the use of the ORCA wide format poster printer have been established.

1. The main purpose of the wide format printer is to support students in their research and creative activity. Students use posters as research and presentation tools for conferences. ORCA does not print projects for non-academic personal use, rather only to support the mission of Christopher Newport University.
2. Use of the wide format printer is not a free service. The paper, ink, parts, maintenance, and employee overhead all result in significant costs. Because of this, printing posters cannot be deemed a free service provided to the university community. Thus, a charge for use other than as indicated above (#1) has been established for the purpose of recouping the cost of supplies and personnel time. Funds are transferred to the ORCA using the standard Budget Transfer Form (found at <https://my.cnu.edu/provost/budget/>)
3. Only faculty and students are allowed to request wide format print projects. Students requesting print projects must have a faculty or staff sponsor. Only ORCA staff are allowed access to the wide format printer.
4. Student organizations are not allowed to print projects unless they have approval from their sponsor arrange for payment.
5. **All print jobs must be submitted in PDF file format seven (7) business days in advance of when the poster is needed using the submission form at cnu.edu/research/resources.**
6. Although other sizes may be available, we print **color posters 48"x36" in landscape on matte paper**. Please avoid full color backgrounds as they require excessive amounts of ink.
7. The cost to students for printing posters for conference and presentation use is free. Others will be billed \$35 for each poster and are asked to use the attached Budget Transfer Request form to process payment.

Poster Size (inches)	Cost	Fedex Rate (as of Jan 2024)
48x36	\$35	\$69

BUDGET TRANSFER REQUEST

COLLEGE/DEPARTMENT:

DATE:

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REQUESTED BY:

PHONE:

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TRANSFER FROM		
ACCOUNT NUMBER	OBJECT CODE	\$ AMOUNT
TOTAL		\$ -

TRANSFER TO		
ACCOUNT NUMBER	OBJECT CODE	\$ AMOUNT
12615	1300	
TOTAL		\$ -

JUSTIFICATION/REASON:

Cost of printing a poster.

APPROVALS:

DEAN/CHAIR/DIRECTOR

DATE:

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PROVOST OFFICE

DATE:

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BUDGET OFFICE

DATE:

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