



1 University Plaza  
Brooklyn, N.Y. 11201-5372

# Memorandum

To: Budgets

Date:

From: Information Technology Resource Center (ITRC), Pratt 321, Ext:3326

Ref: Printing Services

This form authorizes the Office of Budgets to transfer \_\_\_\_\_

From your budget number: \_\_\_\_\_ to

ITRC budget number: 10000-11-111951-92000

for the following services: \_\_\_\_\_

| S.No   | Width " | Height " | Qty | Description (Poster Name) | Cost |
|--------|---------|----------|-----|---------------------------|------|
|        |         |          |     |                           |      |
| Total: |         |          |     |                           |      |

### Budget Transfer Authorization

Name : \_\_\_\_\_ Department : \_\_\_\_\_  
(Dean/Chairperson)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean/Chairperson)

Service Requested by : \_\_\_\_\_

Extension : \_\_\_\_\_

### NOTE:

1. The minimum turnaround time is 5 working days.
2. Please bring the files in person or send as email attachment to [bkln-itrc@liu.edu](mailto:bkln-itrc@liu.edu) after printing this request.
3. We'll start processing your request once the signed form has been received at ITRC

P.S Please return the signed form to ITRC at Pratt 321, Ext.3326

Any miscalculation or error will be corrected & adjusted before printing