



This form must be completed and submitted at the CSE Helpdesk (HRBB 221) before a plotter printout will be printed. The following information is required:

- **Name:** Person requesting the printout.
- **Sponsor:** CSE Sponsoring Faculty Member
- **A/P#:** This is the account used to pay for the printout. It should either be the number or the name of an account.
- **Usage:** The intended usage of the printout (presentation, meeting, class, IAP, REU, etc.)
- **Type of Paper:** Glossy (\$20) or Regular (\$15)
- **Number of Copies:** The number of copies needed.
- **Account Owner Signature:** This field must be signed by the Sponsor. An email to helpdesk@cse.tamu.edu from the Sponsor can be used in place of a signature. The email must include the student's name and the appropriate account number/name so that we can match the request to the appropriate Plotter Printing Form.

Date (M/D/Y): _____ / _____ / _____

Name: _____

Sponsor: _____

A/P#: _____

Usage: _____

Desired Print Date (M/D/Y): _____ / _____ / _____

Type of Paper (circle one): **Glossy (\$20)** **Regular (\$15)**

Number of Copies: _____

Account Owner Signature: _____

- For CSE Helpdesk Use Only -

Form Received (Date/Time): _____

Printed (Date/Time): _____

Printed By: _____

Picked Up (Date/Time): _____

Picked Up By: _____