

## CAMPUS PROGRAMMING RESOURCE CENTER MATERIALS USED SHEET

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Club/Organization/Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose for using materials: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Number of people making posters: \_\_\_\_\_ Number of posters made: \_\_\_\_\_

Item Used	Paper Color(s)	Amount Used	Unit Cost	Total Cost
Butcher Paper		_____ ft.	.35¢ / foot	
		_____ ft.		
		_____ ft.		
		_____ ft.		
		_____ ft.		
		_____ ft.		
Construction Paper		_____ sheets	.10¢ / sheet	
		_____ sheets		
		_____ sheets		
		_____ sheets		
		_____ sheets		
		_____ sheets		
Plotter		Club allocation = 6 per year  _____ sq. feet	\$5.00 / square foot	
Button Machine		Club allocation = 20 buttons/year  _____ 2" Button(s) _____ 3" Button(s)	2" - .25¢ each 3" - .35¢ each	
			<b>Total:</b>	

**Please read prior to signing** - All fees are due upon completion of class/personal use projects and must be paid with a Runner ID card. NO cash, debit/credit card, or check will be accepted. Posters created for off-campus use are considered personal use and will be charged to the individual/organization. Departments and student clubs/organizations are billed on a quarterly basis and are responsible for payment of all items listed. All tools and equipment must be left in the same condition prior to usage. Charges for repair and/or replacement of damaged or missing items will be incurred by club/organization/department.

Signature: \_\_\_\_\_