



**REQUEST FOR PRINTING OR PUBLICATION OF PRINT AND DIGITAL MATERIALS FORM**

Request No.: \_\_\_\_\_

Requisitioner: \_\_\_\_\_ Office/Unit & Designation: \_\_\_\_\_

Nature of Work Needed:

Tarpaulin Printing       LED Publication       Other Services (specify) \_\_\_\_\_

Purpose: \_\_\_\_\_

FOR PRINT MATERIALS					
Item No.	Description	Size	Quantity	Amount	Charge Funds (Please Check)
					Regular Agency Fund (101)
					Business Related Fund (161)
					Internally Generated Fund (164)
					Trust Receipt Fund/Inter-Agency Transferred Fund (184)
					(Others)
<b>TOTAL:</b>					

Preferred tarpaulin sizes per display location: 4' x 60' (Overpass), 8' x 16' (old CEGS building, HERO Learning Commons, and Main Entrance)

FOR DIGITAL MATERIALS	
Title of Activity:	
Material's Duration:	
Resolution and Aspect Ratio:	
Running Time (LED):	
Fund:	

Preferred aspect ratios: 16:9 (Landscape) 4:3 (Square)

DISPLAY DURATION (to be checked by PICO Director)	
	a. The material shall be displayed, beginning three (3) days before the activity and will be removed three (3) days after the activity. <b>(for college or university-wide activities and events, including welcome tarpaulins, infographics, and similar items)</b>
	b. The material shall be displayed for a minimum duration of one month and a maximum of one semester or half of the fiscal year, depending on their relevance. <b>(i.e., board examination results, accreditation results, national recognitions, and similar achievements)</b>
	c. The material shall follow a <b>special display timeline</b> if specified by the Office of the President on the released Reference Slip, submitted billing, or for university/office use. If no specific timeline is provided, these materials will adhere to the abovementioned general display durations.

CONTENT/LAYOUT CHECKED BY:	DISPLAY DURATION NOTED BY:	APPROVED BY:
_____ Director, Public Information and Communication Office	_____ Director, General Services	_____ Vice President for Administration and Finance