**HOW TO: Fill out a Graphic Arts Requisition Form**

1. **Chartstrings** are the series of numbers used to identify the department/organization making the purchase as well as to categorize purchases.
   a. The “Account” “Fund” “Program” and “Class” sections in the “Chartstring” box is are already filled out for you and do not need to be changed.
   b. The “8-0-0” is standardized in the “Organization” section, but the last three digits are to be filled in with your organization’s 3 digit code.
      
      **Note:** This code can be found on the cover of your organization’s RSO Manual.

2. **Title of Job** - Fill in the name of the event that requires payment. *Please note: If you email your attachment to Graphic Arts, use the same job title in the email.*

3. **Organization** - The RSO submitting the request

4. **Contact Name** - This must be the name of the person who is knowledgeable of the order being placed.

5. **Contact Phone Number** - Phone number of person designated as the contact for the order.

6. **The Trinity of Signatures** - In order for your request to be processed, you need signatures from your organization’s co-chair, treasurer, and an OSI or RSO Service Center Representative.

7. **Date Submitted** – The date submitted to OSI

8. **Date Required** – Do not write ASAP or RUSH. *Please allow Graphic Arts at least two days for turnaround.*

9. **Special Instructions** - Be very explicit in your instructions to Graphic Arts. Remember, they do not know your vision for the materials. If uncertain if explanation is enough, set up a meeting with a Graphic Arts Representative found on page 5 of this manual.

10. **Original Attached or Original Emailed** - Either hand the attached request directly to an OSI representative or submit via email. *Please note: If you email your attachment to Graphic Arts, they will charge you a fee of at least $10.00.*

**Note:**
- Be sure to check the size and color of paper wanted for your request.
- Be sure to check the color of ink used to print the order: Black & White or Color
- **80 posters/flyers** are required for distribution on Hogan bulletin boards and RA mailboxes.

**GRAPHIC ARTS SIZE GUIDE**

<table>
<thead>
<tr>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 x 17 poster</td>
</tr>
<tr>
<td>8 ½ x 11 standard copies</td>
</tr>
<tr>
<td>Hogan Table Tent (4 x 5)</td>
</tr>
<tr>
<td>Please not there are no more</td>
</tr>
<tr>
<td>Kimball Table tents</td>
</tr>
</tbody>
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