



## Poster Printing Frequently Asked Questions (F.A.Q.)

### 1. How to submit poster for printing & payment options:

#### • Service Unit Request (aka. S.U.R.)

If your department or college is paying for the poster- they'll need to submit a **Service Unit Request** (aka. S.U.R.) to Academic Media.

- Contact your department's business manager or financial administrator to enter the S.U.R into PeopleSoft financial system. They'll need the following info from you:
  - Department providing service: "Academic Media"
  - Poster Author info,
  - Request Description: How many posters to be printed, and the names of people the posters are for,
  - Do you want paper or fabric
  - Do you need a poster tube,

S.U.R. entry is a two-step process. 1) A submitter enters the request, and 2) a business approves the request. Bring your S.U.R. number with you.

**NOTE:** *DO NOT ATTACH THE POSTER AS AN ATTACHMENT TO THE S.U.R..* They do not come through the system. You can email the poster to [AM@ouhsc.edu](mailto:AM@ouhsc.edu).

#### • Credit Cards

- We accept Visa, Mastercard & Discover cards for payment. Tax is applied.
- **NOTE:** *We cannot accept University Pro Cards.*

### 2. How long does it take to print my poster?

- It depends on how many orders are in the print queue ahead of you.
- Same-day in most cases.
- During peak times, it can take up to **two business days** to print.
- Call or stop by to find out.

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## ACADEMIC MEDIA

The UNIVERSITY of OKLAHOMA HEALTH SCIENCES CENTER

### 3. Can I email my poster to Academic Media?

- We can accept e-mailed posters ([am@ouhsc.edu](mailto:am@ouhsc.edu)) if your S.U.R. is already approved.
- *However:*
  - The S.U.R. number must be in the subject line of the email,
  - You must complete and attach the **Poster Approval Form**,
  - The attached file is in either PowerPoint or Adobe PDF format

### 4. What is the standard size of a poster?

- Check your venue for size requirements.
- Set the size in PPT before sending Academic Media your poster.
- The most popular size is 36"x48".
- Our printers use 24, 36 & 42" width paper. Length varies.

### 5. Where is Academic Media located?

- We're in Room 251 of the OUHSC Robert M. Bird Library, located at 1105 N. Stonewall Ave., Oklahoma City, OK 73117. Our phone is (405) 271-2318.
- 8AM – 5PM
- Walk-ins are welcome.