



Associated Students of Gavilan College (ASGC) Poster Printing Policy

Student Center · 5055 Santa Teresa Blvd. Gilroy, CA 95020 · (408) 848-4777



Purpose:

To ensure that the Associated Students of Gavilan College (ASGC) can provide poster printing services campus-wide and utilize this service as a fundraising tool.

Poster Fees:

1. Flyer (8.5x11): \$5 for 25 flyers
2. Small Poster (18x24):\$10
3. Large Poster (24x36): \$15

Lamination Fees:

A \$5 lamination fee will be applied for most services.

1. Flyer (8.5x11): \$2 per flyer
2. Small Poster (18x24):\$15
3. Large Poster (24x36): \$20

Guidelines:

1. Make payment and complete a printing request form.
2. Allow at least one week for your printing request to be processed.
3. Major Gavilan College events available for all students such as the Health Faire, Career Day, Signing Day, and Transfer Day may receive up to two (2) 24X36 posters and two (2) 18x24 posters at no charge. Large posters can be substituted for 25 flyers. Additional flyers and posters will be charged as noted in the Fees Section above.
4. Active Campus Clubs may request from Inter Club Council (ICC) up to two (2) 24X36 posters and two (2) 18x24 posters per year at no charge. Large posters can be substituted for 25 flyers. Additional flyers and posters will be charged as noted in the Fees Section above.
5. Students, employees, departments, and programs wishing to purchase posters will be charged the fees above.

Payment:

For campus clubs, departments, and programs, payments are to be made by completing an online requisition utilizing G00212180 as the vendor number and 5150 as the expense account. The completed poster printing request form is the official quote for the requisition. Once the requisition has been approved, the printing request form with the PO number must be signed by the Office of Student Life or ASGC Advisor **before** posters/flyers are printed.

For students and employees, please (a) complete printing request form; (b) submit payment to the Business Office; and (c) bring receipt and printing request form to the Office of Student Life for processing.

Please allow at least one week for your printing request to be processed.

If you have any questions please call the Office of Student Life at 408-852-2849 or the ASGC office at 408-848-4777 or visit our office located in the Student Center. The schedule for office hours is located online at www.gavilan.edu/student/asgc.