



Collaborative Learning Center

Media Production Center
11111 Beamer Rd (Kirkholm entrance)
Houston, TX 77089 713-740-0029

Media Production Supplies Campus Approval Form

Teacher (print/type name and initial)

School/ Department

*I understand ATCP at Collaborative Learning Center will Invoice my campus at the designated rate for the following supplies.

* Please indicate the dollar amount you are approving, and initial. \$ _____ *Initial*

POSTERS – (generally 31" to 36" long x 24" wide)

Single Color Poster @ \$5.00 per poster \$ _____
(Single color on white paper: black, red, blue, green, purple, magenta or forest green)

Multi-Color Poster @ \$10.00 per poster \$ _____
(Single color on white paper: black, red, blue, green, purple, magenta or forest green)

Full Color Saturation @ \$15.00 per poster \$ _____

***Poster request need to be sent via e-mail in PDF format to Diana Cruz at dcruz3@pasadenaisd.org. Please allow 2 weeks for completion. Poster will be sent to campus.**

Laminating – Items laminated are _____
(Laminating will be billed @ 20¢ per ft.)

Date

Principal signature

*****PLEASE BRING SIGNED FORM WITH YOU TO MEDIA CENTER *****

(ATCP Use for Invoicing)

SUPPLIES USED:

POSTERS One Color _____ x \$5 \$ _____
 Color _____ x \$10 \$ _____
 Full Color _____ x \$15 \$ _____

Laminating – No. of feet _____ x 20¢ p/ft..... \$ _____

TOTAL PURCHASE \$ _____

MP Staff signature/date