

Laser Printer Request Form

Instructions: Please complete the Department Information and secure the Requestor and Department Head's approval. Forward completed request to the CougarPrint Administrator via email (CougarPrint@cofc.edu). Please submit a separate request for each printer. The request will be reviewed and the requestor will be notified of the recommendation.

NOTE: Not all fleet devices are network capable. An estimate of the total cost of ownership will be prepared, including cost to the department and the College. If it is not recommended by CougarPrint and IT, but the requestor wishes to move forward with the request, it must be authorized by the requestor's Executive Vice President.

Department Information	
Name of Requestor	
Date of Request	
Number of Users Accessing Device	
Department	
Building/Room	
Printer Make/Model	
Printer Name (on device tag)	
Color or B/W	
Number Years in Service (if known)	
Justification:	
Add Printer to Network Remove Printer from Network	
Approvals (please sign and date)	
Requestor's Signature/Date	
Department Head's Signature/Date	
Cost to Network Printer	
\$	Projected Cost for Life of Printer
\$ 550.00	Total IT Cost to Add Printer to Network, if Applicable
\$	Anticipated Total Cost
Recommendations	
Procurement	<input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommended
IT	<input type="checkbox"/> Recommend <input type="checkbox"/> Not Recommended

Executive Vice President Approval: _____

Date: _____