New printer request form

TEMPLATE

THE REQUEST

Filled in by the person asking, teacher or staff.

Requested by * _____ Department or office * _____

Date sent * _____ Room where it would go * _____

What you are asking for * ◯ A first printer here ◯ A replacement ◯ A second printer ◯ A move

Printer it replaces or moves _____

Why it is needed *

Who would use it * ◯ One person ◯ A class or department ◯ A whole floor or building

Needed by, date _____

WHAT IT HAS TO DO

Colour * ◯ Black and white is enough ◯ Colour

Paper sizes * ☐ Letter ☐ Legal ☐ Ledger or tabloid (11x17) ☐ A4 ☐ A3

Two-sided printing ◯ Needed ◯ Not needed

Finishing ☐ Stapling ☐ Hole punch ☐ Booklets ☐ None

Copy and scan as well ◯ Print only ◯ Print, copy and scan

Pages a month, your best guess _____

How it would connect ◯ Network cable ◯ Wi-Fi ◯ USB to one computer ◯ Not sure

Anything else IT should know

BEFORE YOU SEND IT

- ☐ Ask the copy room whether the work could go to them instead, especially long runs and booklets.
- ☐ Check whether a printer nearby already does what you need, and how far away it is.
- ☐ Look for a network port and a power outlet where the printer would stand.
- ☐ If it replaces a printer, copy the name from its sticker and say what is wrong with it.
- ☐ Ask your department head or budget holder to read it before IT does.

Free to copy, change and share.

APPROVAL

Filled in by the department head or budget holder.

Approved by * _____

Decision * ◯ Approved ◯ Not approved ◯ Needs more information

Budget it comes from _____ Date * _____

IT USE ONLY

Filled in by IT or whoever looks after the printers.

Received by _____

Outcome ◯ New printer ◯ Use an existing printer ◯ Wait for the lease review ◯ Declined

Model _____ Serial number _____

IP address _____ Printer name _____

Installed on _____

Added to the printer inventory ◯ Yes ◯ No

Person who asked told ◯ Yes ◯ No