

*Western Nevada College*

## Request and Justification for Printer Purchase

In order to maximize saving opportunities created by contracts for printer service and with copier vendors, the college seeks to minimize the number of stand-alone printers on campus. If extenuating circumstances exist which justify the purchase of a replacement or new printer, please complete the following information with as much justification detail as possible.

The requestor is responsible for all supply and maintenance costs.

Requestor: \_\_\_\_\_

Location of Printer: \_\_\_\_\_

Is this purchase for: ☐ Replacement ☐ New

Is this printer: ☐ Networked ☐ Non-networked

Funding account number: \_\_\_\_\_

**Is there another printer available in your area? If so, please list the location below.**

\_\_\_\_\_

Justification why the printer is needed, including the need for color and/or any related cost savings realized from the purchase.

\_\_\_\_\_

Signature of requestor \_\_\_\_\_ Date \_\_\_\_\_

Approval of supervisor \_\_\_\_\_ Date \_\_\_\_\_

Send form to the Vice President of Finance & Administration for final approval.

Action by Vice President of Finance & Administration      Approved \_\_\_\_\_      Disapproved \_\_\_\_\_

If disapproved, reason:

\_\_\_\_\_

Send completed form to [wnc.it.personnel@wnc.edu](mailto:wnc.it.personnel@wnc.edu) and the requestor. Requestor is responsible for starting an IT Support ticket to request quote.