

# Western Nevada College

## Request and Justification for Printer Purchase

To reduce costs and comply with campus printing standards, the College strictly limits the use of stand-alone printers. If you believe a new or replacement printer is necessary, you must complete this form and provide a clear justification.

**Requestor:**

**Location of Printer:**

**Is this purchase for:**

Replacement

New

**Is this printer:**

Networked

Non-networked

**Funding account number:**

Action by Chief Financial Officer:

**Approved**

**Disapproved**

**If disapproved, reason:**

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 Chief Financial Officer for final approval:

1. Submit an IT Support ticket to request a quote.
2. Attach the completed form to the IT Support ticket.

Last Updated 11/19/25