

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 Chief Financial Officer for final approval.

Action by Chief Financial Officer	Approved _____	Disapproved _____
If disapproved, reason:		

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