Requestor:
Location of Printer:
Is this purchase for: Replacement New
Is this printer: Networked Non‐networked
Funding account number:
Action by Chief Financial Officer
President
Approved Disapproved
If disapproved, reason:

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.

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.

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

Last Updated 03/2023