



Formal Approval

Local Personal Devices and Networked LaserJets

These local personal devices are the most expensive document output mechanisms and use more energy and supplies. There may be instances or exceptions where a local printing device is needed. Therefore, the fewer we have the more sustainable we are. Any individual or department that can justify the current print device or that requests a new print device, including a laserjet or inkjet, must obtain formal approval from the Vice President or Budget & Operating Committee member of that area. Formal approval includes submitting this form, completed by the requestor. Ultimately, the VP or Budget & Operating Committee member, in consultation with the Budget and Procurement Services member, will confirm whether the personal device is warranted, based on the following criteria:

- The employee is at VP level and above;
- The nearest multi-function device (MFD) or networked LaserJet is more than 100 feet away from the employee’s work station or office, the office area layout has constraints that require an added device, or there is no MFD in that campus building or floor;
- The employee’s job function warrants consistent and significant printing (at least 5 or 10 print jobs per day) of highly sensitive or confidential material that cannot be satisfied by the secured print release feature on the MFDs; please refer to the Data Security Policy for more information on sensitive data;
- The employee’s tasks require color printing of small print jobs (less than 15 pages), and there is no color MFD available in the area; also, the print jobs are time sensitive on a regular basis and therefore cannot be satisfied through the Canon Copy Center schedule;
- The employee has special printing needs on a consistent and regular basis, which are defined as part of the employee’s job function and description, including special paper or letterhead requirements;
- Requiring the employee to walk to the MFD would constitute a substantial hardship (e.g. medical disability or handicap).

Upon approval of a local personal device by the VP or Budget & Operating Committee member and the Budget and Procurement Services member, it is at the discretion of the IT Service Center to consider the relocation of existing local devices on campus in order to satisfy an exception for a local device. **The funding for an approved, local personal device (and associated parts or supplies) will be the financial and budgetary responsibility of the individual department or office making the request.**

Date:	<input type="text"/>	Number of Print Jobs per Day:	<input type="text"/>
Requester/Ext:	<input type="text"/>	Confidential Material?	<input type="radio"/> Yes <input type="radio"/> No
Location:	<input type="text"/>	Special Printing Needs:	<input type="text"/>
Dept. VP:	<input type="text"/>	Closest Location to MFD or Network Printer?	<input type="text"/>
Reason:	<input type="text"/>	Additional Comments:	<input type="text"/>

B/W or Color: Black & White Color Local or Network: Local Network

VP Finance/Operations Signature: _____

Budget and Procurement Services Member: _____

Authorized By/Date: _____