

**UK Print Supplies - Printer Request Form**

Please complete the information below, obtain approval & email completed form to PrintSupplies@uky.edu

For additional information, please see <http://www.uky.edu/printsupplies/>

**Department/Requestor Information**

Department Name: Click here to enter text.

Address: Click here to enter text.

Requested by: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

If this is a replacement, please enter make, model & serial # of the current printer.

Make: Click here to enter text. Model: Click here to enter text. Serial: Click here to enter text.

Make & Model of Printer you are Requesting: Click here to enter text.

Briefly explain why this make & model is needed: Click here to enter text.

I hereby certify that the items listed above are necessary for departmental use.

Director/Dean Name: Click here to enter text. Date: Click here to enter a date.

Approved by:

Director/Dean Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by:

UK Purchasing/Ricoh MPS

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_