

**UK Managed Print Services**

**PRINTER REQUEST FORM**

Please complete the information below, obtain approval, and email ukmps@uky.edu

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

**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 the make, model, and serial of the current printer.

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

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

Briefly explain why this make and 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 text.

Approved by:

Director/Dean Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_

Reviewed by:

Director/Associate Director of Purchasing

Purchasing Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_

UPON REVIEW BY PURCHASING DIVISION, DOCUMENT WILL BE FORWARDED TO IKON FOR ORDERING.