UWSA Policy Summary

Policy #: Information Technology-2

Policy Title: Office Printers & Printing

Last revised: Not applicable

Information Technology-2, *Office Printers & Printing*

The effective date of this policy is January 15, 2020.

Summary of Policy and Policy Revisions

- The policy establishes parameters for use of printers within the University of Wisconsin System Administration (UWSA). The policy establishes protocols to be followed in order to ensure that UWSA is operating printers in a cost-effective, environmentally friendly, and responsible manner.
- The UW-Shared Services Director of Information Technology and Chief Information Officer will be responsible for maintaining an inventory of local and network printers. The UW System President and Vice Presidents will have the option to maintain local printers. For all other UWSA employees, UW-Shared Services IT is responsible for the expeditious removal and disposal of these printers using cost-effective and environmentally friendly methods unless the employee is granted an exception under the policy.
- The associated department is responsible for providing paper, toner, and routine maintenance for network printers, as well as, local printers of the President and/or Vice Presidents.
- If the Vice President for Administration grants an exception to this policy, the exempted individual will be offered a standard local printer supported by UWSS IT with supplies to be purchased by the employee's department. If the individual selects a different local printer, other than the standardized version, the employee's department will be responsible for the cost, maintenance, and disposal of the local printer, as well as associated supplies.

Affected Offices within UWSA

- This policy applies to all University of Wisconsin System Administration units. This policy does not apply to UWSA staff located at and receiving local desktop support from entities other than UW-Shared Services.

Additional Communication

- No further communication is planned after the approval.