# UWSA Local Printer Exception Request Form

If you would like to request an exception from IT-2, *Office Printers & Printing*, please contact your supervisor first regarding the need for an exception. If your supervisor concurs with the exception, the supervisor or employee should contact the appropriate AVP or above who oversees the employee’s department. **This form must be submitted by a Vice President, Senior Associate Vice President, Associate Vice President or Assistant Vice President.**

If the Vice President for Administration approves an exception to this policy and allows for a UWSA employee to maintain a local printer, the employee will be offered a standard local printer supported by UWSS IT, with supplies purchased by the department. If the employee selects a local printer other than the standardized version, the employee’s department will be responsible for cost, maintenance, and disposal of the local printer, as well as associated supplies. **Completed forms should be sent to Joyce Jackson (****jjackson@uwsa.edu****), for the attention of the Vice President for Administration**.

(**Note:** UWSS IT will not support versions other than the standard local printer. If the employee selects a local printer other than the standardized version, the employee’s department will be responsible for cost, maintenance, and disposal of the local printer, as well as associated supplies.)

## name & title of individual submitting form

Click or tap here to enter text.

## employee(s) requesting exception

Click or tap here to enter text.

## title(s)

Click or tap here to enter text.

## department(s)

Click or tap here to enter text.

## Email(s)

Click or tap here to enter text.

## please list the employee(s) requesting a standard local printer:

Click or tap here to enter text.

## Justification(s) for Exception

Please describe the types of documents the employee(s) typically print(s) and why a shared printer would be insufficient to meet their business needs.

Click or tap here to enter text.