**Request for Departmental Paid Print Quota Supplement**

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| Purdue Login for Additional Quota: |  |
| Department Account Number to Charge: |  |
| Amount of Additional Quota: |  |
| Reason for Request: |  |
| Requested By: |  |
| Title: |  |
| Departmental Business Office Contact: |  |
| Today’s Date: |  |

## Section 1: Please complete all the fields in Section 1 *only*.  Email the completed document to itlabs@purdue.edu.The Purdue IT Learning Spaces team will submit the completed document for approval to the listed Business Office contact for authorization via DocuSign.Once approval is received, the print quota adjustment will be made in PaperCut for the listed login.

If multiple students/users will be printing from the same funds, please let us know. We can create a guest account that can be used by all of the students/users and add the paid funds to this account.

If you have any questions or concerns, please contact us at itlabs@purdue.edu or 49-41597.

Thank you!
 **Section 2: To be submitted by Purdue IT Learning Spaces for approval.**

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| Business Office Authorization/Signature:  |  |