



## Printer Pre-Order Evaluation

Building/Location: \_\_\_\_\_

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

**Step 1:** Completed by: \_\_\_\_\_ (Tech Liaison)

**Step 2:** Reviewed by: \_\_\_\_\_ (ITS Technician)

1.) What is the reason for requesting a new printer?

☐ Replacement of old printer

**Comments:**

☐ Adding a printer to the building

2.) In what room/office will the printer be located (include room number)? \_\_\_\_\_

*\*Keep in mind: Is there a table to set the printer on? Is there a network drop near the table? Is there an electrical outlet nearby?*

3.) Do you want this printer on managed print services? ☐ Yes ☐ No

If so, please provide SKSD Budget Code: \_\_\_\_\_

4.) Who will be printing to the printer?

☐ All Staff

**Authorized Users:**

☐ Students

☐ Parent Volunteer/PTSO/PTA

☐ Authorized Staff Only (provide names)

5.) Estimated usage: \_\_\_\_\_ pages per day

☐ B & W

☐ Full Color

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### Bottom Portion to be completed by Information Technology Services

Based on the information provided, the printer that is recommended from our Purchasing Standard is:

**HP Model:** \_\_\_\_\_

**Technician Signature:** \_\_\_\_\_

**QBSI Tag #:** \_\_\_\_\_

**Attention Purchasing Agent: PO #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Purchasing: please return form to ITS after the order is placed\*\***