Request for Additional Print Quota Allocation

Instructions
Please complete the following steps to request additional print quota to use with PaperCut. Once the completed form has been submitted, allow one week for processing.

Student Organizations complete this section first

Name of Student Organization: _________________________________________
Student Organization Account Number: _________________________________
Student Organization Business Partner Number: ___________________________
Student Org Login ID: _________________________________________________
President/Advisor PUID: _______________________________________________
President/Advisor Signature: ___________________________________________

Submit the signed form to the Business Office for Student Organizations in Schleman Hall, Room 213.

All Requests complete this section

Purdue Login to Supplement: __________________________
Account Number to Charge: _________________________________________
Number of Additional Pages: ________________________________
Cost for Additional Quota Amount: __________________ (Black & White $0.04/page and Color $0.12/page)
Reason for Request: ________________________________
Requested by: ____________________________________________

Title: ________________________________
Business Office Authorization: ________________________________
Date: ________________________________________________

Send completed form in campus mail to Byron Reed, ITaP/STEW, or email printing-tech@lists.purdue.edu.

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