**Desktop printer - Exceptional request form**

To be completed by the Department Manager

Individual desktop printers are being gradually phased out as a School wide policy, and only **purchased** **on an exceptional basis** as they attract high environmental impacts and costs to operate compared to Multi-Function Devices. Consult the [*Printers provision policy*](https://info.lse.ac.uk/staff/divisions/estates-division/sustainable-lse/assets/Documents/Get-Involved/digital-smart/printers-provision-policy.pdf) for details.

|  |  |
| --- | --- |
| 1. **About the person requesting the printer** | |
| **Full name** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **Department / Division** | Click or tap here to enter text. |
| **Location** (Building, Room number) | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| 1. **Justification for the request** | | |
| **Tick one** | **Exceptional justification** | **Supporting information** |
|  | **Disability** Such as a mobility impairment which prevents access to the shared printer. | Need on a disability basis was discussed with the Department Manager  *Department managers are encouraged to consult with their HR partner for guidance on supporting staff with disability issues.* |
|  | **Distance** User located more than **50 meters** away from the local shared printer. | The Department Manager established that the nearest shared printer is located either:   * More than 50 meters walking distance. * On a different floor. |

*Please note data privacy is not a justification for desktop printers, as MFDs only print once the user has authenticated on the device using their LSE ID card, protecting document confidentiality.*

|  |  |
| --- | --- |
| 1. **Desktop printer requirements** | |
| Additional features required | Colour printing  Document scanning |
| Budget Code to charge purchase to | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **DTS Service Desk Incident Number,** if applicable | Click or tap here to enter text. |

|  |
| --- |
| 1. **Department Manager declaration** |
| I have discussed this request with the person requiring the printer and informed them that a desktop printer would be their responsibility for consumables and repairs and will not be supported by Data & Technology Services for maintenance and repairs.  **Department Manager name** Click or tap here to enter text. |

*Please return approved form to the Service Desk* [*tech.support@lse.ac.uk*](mailto:tech.support@lse.ac.uk)