**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.

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| 1. **About the person requesting the printer**
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| **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. |

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| 1. **Justification for the request**
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| **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.
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*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.*

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

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

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| 1. **Department Manager declaration**
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| 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*