

Printer Quota Extension Request

Kent State University, Department of Mathematics and Computer Science

Instructions All applicants fill out Part 1. If you wish to pay for the quota extension, complete Part 2. If you wish receive additional copies at no charge, complete Part 3 with your academic advisor.

Part 1 *To be completed by ALL applicants*

Name: _____

User Code: _____ Date: _____

Status: (check one)

Undergraduate Graduate Visitor Other _____

Part 2 *PURCHASE additional pages. No faculty approval is necessary.*

Printer Class	Price Per Page	Pages Requested	Total Cost
Laser	\$ 0.03	_____	_____
Color	\$ 0.25	_____	_____
Plotter	\$ 0.05	_____	_____
Postscript	\$ 0.03	_____	_____
Total		_____	_____

User signature: _____

Part 3 *Additional pages at no charge. Complete the following with your instructor, academic advisor, or sponsor.*

Please Note: Printer quotas for active accounts are now automatically increased at the beginning of each semester. All requests for increases above the automatic amount should be forwarded to the Director, Computer Systems.

Printer Class	Pages Requested	Pages Approved	Initials	Director, Computer Systems
Laser	_____	_____	_____	_____
Color	_____	_____	_____	_____
Plotter	_____	_____	_____	_____
Postscript	_____	_____	_____	_____

To be Completed by Director, Computer Systems

Director: _____ Date: _____

To be Completed by System Staff

Received: _____

Date: _____

Accomplished: _____

Date: _____

Remittance Accepted: _____

Date: _____