



INFORMATION TECHNOLOGY SERVICES STANDARDS AND PROCESSES

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Printer PreOrder Evaluation Last Revision Aug. 13, 2006

Date: _____

Completed by: _____ and _____
(Customer) (Technician)

Building/Location: _____

What are the reasons for purchasing this new printer? (Check all that apply and give a brief description.)

Reduce cost , Improve work flow or efficiency , Increase security for printing sensitive material ,
Required because of an application upgrade , Replace an older printer ,

Other: _____

Description: _____

Who is the printer for and who will be printing to the printer?

Location(s): _____

Staff Members: All Building Staff or list the specific staff members

Students: Yes or No

Where do you want the printer located? Do you need furniture to put the printer on? Is there electricity nearby? Is a network cable drop and port available? The printer comes with a 7 ft. network patch cord. Is this long enough or do you need a longer one? How close is the nearest installed working network printer? Will the other network printer work instead of purchasing a new one?

Will this be an ESD batch printer and/or do you need any special print emulations or fonts? (ESD batch printing requires an HP printer with PCL emulation.)

What is the expected print volume going to be for the printer? (Estimated number of pages per day and per hour.)

-----**To be completed by the building Technician with the Customer**-----

Based on the information above, the printer that should be used from our standards document is:

Type: _____ Make and Model: _____

Printer Cable: _____

Technician Initials: _____

Notes: _____

*After the customer and technician complete this section, the customer needs to fill in the requisition number and submit this form to purchasing with the purchase requisition.
Requisition Number: _____*

-----**To be completed by SKSD Purchasing**-----

Purchase Date: _____ PO Number: _____

Please return to ITS via inter-office mail after the order has been placed.