Purdue Department Funded Printing
Paid Supplement

## Section 1: Please complete all the fields in Section 1 *only* to request paid supplement/additional print quota in PaperCut. Email completed document to itlabs@purdue.edu.

|  |  |
| --- | --- |
| Purdue Login for Additional Quota: |  |
| Account Number to Charge: |  |
| Amount of Additional Quota: |  |
| Reason for Request: |  |
| Requested By: |  |
| Title: |  |
| Departmental Business Office Contact: |  |
| Today’s Date: |  |

##

The Learning Spaces team will submit completed document for approval to the listed Business Office contact for authorization.
Once approval is received, the print quota adjustment will be made in PaperCut.

If you have any questions or concerns, please contact us at itlabs@purdue.edu or 49-41597.

Thank you!

**Section 2: To be submitted by Learning Spaces IT Labs for Business Office approval.**

|  |  |
| --- | --- |
| Business Office Authorization/Signature:  |  |