Purdue Department:

Request for Additional Print Quota Allocation

## Section 1: Please complete all the fields in Section 1 *only* to request additional print quota in PaperCut. Email completed document to itaplabs@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: |  |

## 

ITaP Labs will submit completed document for approval to the 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 [itaplabs@purdue.edu](mailto:itaplabs@purdue.edu) or 49-41597.  
  
Thank you!

**Section 2: To be submitted by ITaP Labs for Business Office approval.**

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