Printer/Copier/Fax Request

Ravalli County

REQUESTING OFFICE/DEPARTMENT

Office/Department: _____ Date Requested _____

Requestor name: _____ Title_____

Elected Official/Department Head Signature: _____

REQUESTING FOR

☐ Printer ☐ Copier ☐ Fax

Is this a new additional printer/copier/fax or a replacement of existing? _____

What is the Model of Printer/Copier/Fax that you are requesting to purchase? _____

Vendor 1asking price? _____ Vendor 2 asking price? _____

Maintenance fees? _____ Any Warranty? _____

What will the replacement cartridges cost? _____ How many pages will the cartridge print? _____

What is the page per minute count? _____ How many employees in your office will use this purchase? _____

Will the location of this Printer/Copier/Fax be centralized so other employees can use? _____

LIST YOUR ENTIRE OFFICE CURRENT LIST OF PRINTERS/COPIERS/FAXES:

*IT Department can help with determining this if needed.

Printer/Copier/Fax Model:	Last Month's Page Count	Last Year's Total Page Count	Year Purchased

DESCRIBE THE BUSINESS NEED FOR THIS PURCHASE:

_____

_____

_____

_____

HAS YOUR DEPARTMENT CONSIDERED THE FOLLOWING INSTEAD OF PURCHASING A NEW PRINTER/COPIER/FAX?

IF PRINTER: Use existing printers in your office and centralizing them?

_____

IF COPIER: Sharing with another office? Purchasing desktop scanners instead of a copier?

_____

IF FAX: Sharing with another office? Just using email?

_____

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INSTRUCTIONS

New Printers, Copiers, Faxes will only be approved with Board of Commissioners during the months of January–March.

Replacement printers, copiers, faxes can be purchased if failure of the equipment has occurred, with approval of Board of Commissioners. The IT department has a list of approved printers and faxes that can be purchased which will also help in filling out the form. The IT department has a list of requirements for all copier purchases.

1. The Requesting department completes the Printer/Copier/Fax Request form and submits the form to their Elected Official/Department Head for approval.
2. The Elected Official/Department Head must either sign the filled out form or attach it to an email and email the filled out form to the Commissioners front office.
3. The Commissioners front office will schedule a meeting with the Board of Commission and the requesting department/office to approve or reject the request.

If you have questions regarding this form and instructions, please telephone the IT Helpdesk at 406-375-6700.