

## Updated Printer Policy Information

1. Canon is the exclusive provider of print/copy equipment and services to the university. Departments are required to submit their printing needs to Canon.
2. University funds can not be used to purchase desktop printers. This also includes UofL Research Foundation and UofL Athletic Association funds. Exceptions need to be submitted by the Department Head or Dean and approved by Sally Molsberger.
3. For existing desktop printers, departments are to purchase toner from our contracted office supply vendor, currently Staples, and paper is to be purchased from the stockroom. University funds can be used to support these printers until they are no longer functioning.
4. University employees will no longer contact IT Help Desk for supplies and services. Please contact Canon using the email [ulprint@louisville.edu](mailto:ulprint@louisville.edu) to submit your service and supply requests for multifunction devices. A Canon representative will contact you within one (1) hour to confirm your request. Please note that all requests are monitored and responded to from 8:00AM – 5:00PM, Monday thru Friday.