



## **Desktop Printer Procurement Policy (AA-IT-100-011)**

Last reviewed: 7/11/2019

### **11.1 Purpose**

Due to the high cost of desktop printer supplies and support, Brenau University will support all departments with leased network printer/copier/scanner machines. These multi-function machines allow multiple users to share the resources of a single, more-powerful and functional piece of equipment.

In the long term, leased network printers provide a better overall value by:

- Shortening the time to repair, as trained personnel employed by leasing companies have the expertise and incentive to repair the printer as soon as possible
- Providing advanced features such as collating, stapling, color copies, and print job separation
- Allowing the university to capture exact printing costs (printing is metered and billed per page)
- Allowing the university to avoid tax liabilities on printers, as leased equipment is not capital equipment
- Decreasing the cost of printing supplies, as leasing companies provide toner
- Decreasing issues with jamming and other malfunctions, as networked printers are professional-grade equipment
- Easing the transition to document imaging and management, as these multi-function machines are helpful for that activity.

If a department has access to a network printer, employees are encouraged to use it and not request further desktop printer replacements. If there is an extenuating circumstance that demands a desktop printer be used, employees should refer to section 11.2 below and follow the procurement policy.

### **11.2 Procurement Policy for Desktop Printers**

The IT department requires Executive Vice President approval for the purchase of a desktop printer (whether connected via USB or network). While desktop printers are convenient, the reality is that they are expensive to maintain and repair. In most cases, it is cheaper to buy a new printer rather than repair the unit. In addition, the Brenau IT department does not staff certified

printer repair technicians so local support is non-existent.

If a request is denied, and a leased network printer is not available, a decision as to whether a department network printer will be leased or purchased will be made by the Executive Vice President and the IT department.

If a request is approved, a signed approval from the Executive Vice President's office or email will be sufficient for the IT department to proceed with obtaining a quote for the equipment. A departmental purchase order will be necessary for procurement and installation of a desktop printer. It should be noted that a networked desktop printer may require additional wiring at the cost of the requesting department.

### **11.3 Excess Equipment Storage and Disposal**

Per EPA regulations, Brenau University will initiate immediate disposal of obsolete desktop (inkjet and laser) printers when they are non-functioning. Brenau's IT department has vendors in place to properly dispose of inkjet and laser printers who will provide the university with a certificate of disposal for EPA verification. To request disposal of a non-functioning printer, please place a work order to have the printer removed by the IT department in compliance with this policy. An employee disposing of a printer without IT support will be violating EPA regulations.