



Department Funded Printing Agreement

This agreement is for students who are being permitted to use departmental printers in the College of Arts and Architecture. The purpose of this agreement is to confirm understanding of the nature of the use of these printers, and the privilege of using them. Specific department terms and printer access are not detailed here and are at the discretion of the department in which the student is enrolled or being permitted to print in. This agreement is valid only with departments providing this service to its students.

By signing this agreement you confirm that:

1. You understand that you are not being billed for any of this printing.
2. The department in question is paying for the cost of the printer and supplies.
3. This is a privilege as there are departments where all student printing is charged to the student.
4. All print jobs are tracked by user including date, time, file name, and pages printed, as well as a cost had this been a charge back system.
5. Printing is for your work in the department, not personal use.
6. This access can be revoked at the department's discretion or for any infraction of this agreement or Departmental, College, or University Policy.
7. Fraudulent use or negligent damages to equipment could result in charges being applied to your student account.

Name (print) _____ Department _____

PSU ID # (9 digit on card) _____ PSU UserID (e.g. xyz123) _____

Signed _____ Date _____

Department Financial Coordinator/ Representative:

Name (print) _____

Signed _____ Date _____