



# MPS Program Exception Request Form

Seattle University utilizes a Managed Print Service that provides self-serve duplication functionality through copiers and printers across campus, excluding the School of Law.

MPS policy restricts the purchase and reimbursement of printers and toner/ink supplies. Printing needs not covered by the program may be eligible for an exception for the reasons listed below and require approval before equipment and supplies may be purchased.

Click <https://www.seattleu.edu/its/support/guides/printing/mps-exceptions> to review the policy.

Please submit this form to [PrintandMail@seattleu.edu](mailto:PrintandMail@seattleu.edu) when completed.

\* If moving a previously approved exception, please also submit a Device Relocation Spreadsheet per the instructions at <https://www.seattleu.edu/its/forms-and-requests/device-relocation-request/>.

Date of Request: \_\_\_\_\_

## Group Information

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Check if updating existing exception

## Device Information

Device Location (Building): \_\_\_\_\_ Device Location (Room): \_\_\_\_\_

Device Location:  
(State specifics) \_\_\_\_\_

Device Make (i.e. HP, Brother, Canon, Etc.): \_\_\_\_\_ Device Model: \_\_\_\_\_

Device Serial Number: \_\_\_\_\_ If not yet purchased, enter "unpurchased"

## Exception Justification

Local hookup to specialized equipment

Provides function(s) outside of MPS capabilities

Other

Rationale:  
(State specifics) \_\_\_\_\_

INTERNAL USE ONLY		
MPS Recommendation:	_____	Date: _____
	<i>Signature</i>	
Auxiliaries Approval: (Director, AVP, or appointee)	_____	Date: _____
	<i>Signature</i>	
Finance & Business Affairs Approval: (CFO, SVP, or appointee)	_____	Date: _____
	<i>Signature</i>	