

Printer Supply Purchasing Information

The IT Department will stock ink for all campus HP LaserJet network printers. Multi-user printer toner purchases are paid for by the IT Department budget. All other toner purchases will be charged back to the budget of the person ordering the toner.

Toner Requests - All printer toner requests should be processed through TrackIt using your TrackIt Portal login. In stock ink will be delivered within 24 hours of the ticket creation. If ink is not in stock, it will be ordered the day of the ticket creation and an expected delivery date will be added to the ticket. The completed ticket will show the cost of toner and the amount charged and budget charged.

Inkjet Requests – The IT department will only stock inkjet cartridges for the DDS Lab. If you would like the IT Department to order ink for an inkjet printer, please submit a TrackIt ticket requesting the type and amount of ink that you would like to purchase and provide a budget number.

Printer Paper Requests – All printer paper should be ordered through Jean Sylvia, jsylvia@coa.edu.