



Purchasing Procedures for Printing Devices

Scope

These Procedures apply to the purchase of printing devices paid for in whole, or in part, with McGill University funds. The purchasing of printing devices paid for entirely with research funds is not subject to these Procedures. However, as a best practice, the University recommends applying these Procedures to the purchase of all printing devices.

Printing options at McGill

There are two categories of Printing Devices at McGill. These are:

1. Network Print Devices
2. Non-Network Local Print Devices (desktop printers and scanners)

1. Network Print Devices (large multi-functional units)

McGill University offers a central print management solution called "uPrint" for all network printing needs. Units or departments needing a new Network Print Device, or a replacement of an existing device must fill out the following form and submit it to IT Services/Campus Printing (contact information below) for assessment:

uPrint Machine Request Form

<http://webforms.mcgill.ca/uprint/requestnewmachine.asp?article=3280&bhcp=1>

The purchase of network printers outside of the uPrint program will not be authorised, funded and/or reimbursed by McGill University, unless the purchase is exceptionally pre-authorized by McGill IT Services

2. Non-Network Local Print Devices (desktop printers and scanners)

Exceptionally, if printing or scanning needs cannot be met through the uPrint solution, these needs have to be documented and communicated to IT Services/Campus Printing by completing the following form and submitting it to IT Services/Campus Printing (contact information below) for assessment:

Local Printing Device Request Form

<https://www.mcgill.ca/it/forms/request-local-printing-device>

IT Services/Campus Printing may provide a Local Print Device, from its existing inventory of printing or scanning devices, or authorize the purchase of a new Local Print Device.

Authorised purchases of new Local Print Devices must be sourced from the McGill Computer Store.

If the newly purchased Local Print Device has the capacity to store data, or has an initial purchase price of CAD\$ 250 or more (before taxes), the department or unit's IT Asset Steward¹ must enter the equipment's identification data (make/model/serial number) in the appropriate IT Asset Inventory.

Local Print Devices (desktop printers and scanners) cannot be purchased from other vendors than MCS. The purchase of Local Print Devices from other retailers and suppliers will not be funded and/or reimbursed by McGill University.

Contact information

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IT Customer Services
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¹ IT Asset Stewards refers to the designated person in a faculty, department or administrative unit who is responsible for the management and allocation of IT Equipment for their respective area.