College of Social Sciences and Public Policy
Desktop Printer Policy

Desktop Printer Purchasing

The purchase of personal desktop printers must be expressly approved *in advance of purchase* by the Dean's office CFO (Carey Thomas). While the low initial cost of personal inkjet or laser printers makes them attractive, the overall cost of ownership for these printers (the total cost-per-copy) is very high. Furthermore, the college IT staff will not support inexpensive low quality printers that are not approved for purchase.

COSSPP IT staff can assist users with either accessing an existing network printer or obtaining a new networked printer for use by all staff in the department or area. Submit a ticket to: Coss.fsu.edu/support and an IT staff member will assist.

Confidential Printing

Some staff members occasionally have the need to print a document they consider confidential. While printing these documents requires care by the staff member to ensure that they are not left on the device once they are printed, confidential printing needs are not unquestioned justification for a personal printer. These situations will be address on a case by case basis depending on equipment involved and departmental needs.

It is college policy that individual desktop printers are not an encouraged printing solution. Each department should have access to a networked enterprise level printing device. Every staff member, faculty and appropriate graduate students will be granted access to these devices. This policy negates the need for individual desktop printing devices. Exceptions to this policy would be situations where staff have a disability or condition that would prevent them from waling to the network printer's location. Another exception would be the need to print secure or confidential data. Other situations that might require exemption from this policy will be reviewed by the Dean's office IT staff and if a need is deemed to exist, IT staff will work with the department to remedy the situation for the individual(s) making a request for a desktop printer.

You can submit support tickets at: **https://coss.fsu.edu/support/**