

Charging Grant- and Department-Funded Printing

If you have work that needs to be printed in a computer lab and would like to have it charged to a grant, a project, or your department, you can now [request grant- or department-funded printing](#) [1].

Grant- or department-funded printing done in labs must be authorized by either a grant Principal Investigator or someone with signature authority for a department. Once this is set up in our printing system, authorized employees and students will be asked whether their current print job should be charged to the grant/department or to their personal funds. Use our [Printing Authorization Form](#) [2] to request grant/department-funded printing and ensure your authorized users have the [grant/department-funded printing instructions](#) [3].

If you have work that needs to be printed in a computer lab and would like to have it charged to a grant, a project, or your department, you can now request grant- or department-funded printing. [Read on for how to set up and use this process.](#) [4]

Related Topics

[Printing](#) [5]

Source URL: <http://www2.humboldt.edu/its/grant-department-printing>

Links:

[1] <http://www.humboldt.edu/its/payforprint-grants>

[2] <http://www2.humboldt.edu/its/payforprint-grants-form>

[3] <http://www2.humboldt.edu/its/payforprint-grants-printing>

[4] <http://www2.humboldt.edu/its/payforprint-grants>

[5] <http://www2.humboldt.edu/its/category/quicklinks/printing>