

## Printing Refund Request Form

This form is to be used to request refunds for printer and plotter misprints at the A-School.

**Requests must be submitted within 3 days of the end of the month in which the charge appears.**

The policy and additional info at: [www.arch.virginia.edu/IT\\_Resources/Printing\\_Costs](http://www.arch.virginia.edu/IT_Resources/Printing_Costs). Questions?

Contact Chrissie Holt-Hull at [ceh7uw@virginia.edu](mailto:ceh7uw@virginia.edu).

### Requestor Information

Request Date: Name:

U.Va. Email ID: Phone:

### Misprint Information

Misprint #1 Type: Choose an item.

Misprint #2 Type: Choose an item.

Misprint #3 Type: Choose an item.

### Attachments Required

**Both misprint(s) and User Account Statement with issues highlighted are required for processing and must be attached.**

### Total Refund Requested

### Additional Information

### SIS Account Information

Please note, the A-School is unable to assist you with questions regarding charges on your SIS account. Please see <http://its.virginia.edu/sis/student/> for assistance.

### Purpose of Refund

*"I understand the purpose of the refund system is to refund print jobs in which the printing system malfunctioned (streaking, jams, color fading, etc.); that it is not intended to refund user content errors, incorrect paper selection, or printing on behalf of the A-School. Printing on behalf of the A-School requires a faculty-provided code and one which I will ask for if not initially provided."*

### Statement of Honor

*"On my honor and by signature below, I affirm that I have not lied, cheated, nor stolen whereby such an act was committed with knowledge."*

### Printed Name

### Signed Name

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#### **Administrative Use Only**

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Instructions: *Staple Refund Report to all documentation and forward to A-School Business Manager*