Printer Procedure:

All technology purchases, including printers, will be submitted through the Technology Services purchasing site and use our purchasing process.

- Printers purchased outside of our online purchasing site are not allowed on our network.
- Printers donated by PTA, or other organizations, or "given" to a school will only be supported as best effort. This includes Poster Printers and Specialized printers.

Printer Repair Cutoff and Guideline:

This guideline does not mean Technology Services will remove old stand-alone printers, but rather, it serves as a guideline for our service level agreement (SLA) about what to expect regarding repairs to old, standalone printers. The repair window for stand-alone printers is less than 5 years old and less than $50.00 for total repair costs.

This process and terms approved by CPS Technology Advisory Committee and acknowledged by District Technology Committee during 2014-2015 School Year.