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.

**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/](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