

Premium Printing Reimbursement Form

Students may receive a refund for unused color printing in excess of 15 pages or \$5.00. For a monetary refund please complete, print, and bring this form to the ITS Service Desk located at 100 Administration Building. Once this form is signed by a Supervisor and Director you will take it to Bursar for settlement.

For amounts less than the minimum refund, students may request color pages be converted to standard monochrome (black and white) printing by entering a Self Service Request at <https://helpdesk.memphis.edu>

Contact Information

First Name

Last Name

U#

University E-mail

Phone Number

Student Signature: _____

Reimbursement Information - Office Use Only

Reimbursement Request Amount

Reason for Reimbursement

Reimbursement Approval

Ticket Number _____

Authorization Signatures

Refund Amount \$ _____

Supervisor's Signature: _____

Director's Signature: _____

Bursar's Office - Color: MO77

Receipt # _____ Cashier _____ Date _____

Cash Recieved By:
