MEC COPY/PRINT CREDIT POLICY
To request a credit, you must fill out this form and return it, attached with all the pages of your printed document that you are requesting a credit. The request form must be submitted within 12 hours of the printout to the Circulation Desk in the Library and/or Lab 2014 in Academic Computing. Most requests will be completed within 7 days after submission.

Please Print or Type

First Name: ________________________________  Last Name: ________________________________
E-Mail: _____________________________________
Tel: ___________________________  Cell: ___________________________

Location of Printer or Copier Malfunction: _____________________________________________
Date & Time of Malfunction: _____________________________________________

Credit Request for ____ Pages of Print

Request Detail

☐ Garbled Print  ☐ Network Outage
☐ Poor Quality (uneven toner or smeared print)  ☐ Paper Jam (ripped or creased)
☐ Other (explain below)  ☐ Printer or Release Station (not functioning)

If needed, use the space below to describe the circumstances regarding the malfunction of the printer or copier. Remember, to attach the pages that you are requesting a credit.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Verification Statement: I verify that the above information is true.
Requestor's Signature: ________________________________
Date: __________________________________________________________________________