

UCSF Health PrintSMART Policy

To be in compliance with UCSF Health PrintSMART Policy, we'll need the following:

1 Acquire INC# from UCSF IT Service Now:

- Contact IT Service Now to submit a ticket number (if you've already completed this step, please go to number 2)
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2 Please provide the following:

- IT Service Now (INC#) ticket number
 - Ink/Toner cartridge model #
 - Quantity needed (list qty for each if more than one type/color)
 - Model # of printer
 - Brief description of printing needs
 - Describe the urgency (e.g. no or low inventory of ink/toner cartridge)
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