Toner Request Policy

Fill out the toner request form on the web.

Go to the Law School home page: www.law.umich.edu

At the bottom of the law home page click on Work Requests (circled in yellow)

Click on Toner Request Form (circled in red).

On behalf of: This is the person who will be using the toner. If it’s a network printer or you don’t have the correct choice available, leave it as yourself and add a comment.

Department: Select what is most appropriate.

Printer: Choose the type of printer.

Cartridge: Only the color printers have more than one choice.

Comments: Notes to IT, e.g. pickup, deliver, location of printer.

Request: Click to submit your request. This button will appear only after a cartridge is selected.