

Department Print Quota Request

- Departments can request to set a print quota for their employees, using the departments Org.
- Departments will be able to choose one of the 5 quota levels.
 - Platinum – 100,000
 - Gold – 50,000
 - Silver – 10,000
 - Bronze – 5,000
 - Copper – 1,000
- All employee quotas will be reset at the end of each fiscal year.
- Department admins will be able to manage their employee's quota throughout the year.
- Department admins will receive training and instructions on managing employee quota.

Requesting to set a Quota for your department

1. Please submit a ticket to our Help Desk with the below information.
 - a. Department Name
 - b. Department Index – this will be used to identify people in the department.
 - c. UTAD ID for Administrator - these users will be able to manage quotas within this department.

