Request departmental print top up vouchers

Departments may wish to provide students who are on particular courses with large printing demand some additional print budget at no cost to the student. This can be done via top up vouchers.

**Requesting the vouchers**

A departmental staff budget holder may request creation of vouchers by making a request with the following information:

- The number of vouchers needed.
- The amount of money to be put onto each individual voucher.
- The expiry date for the vouchers if they are not used in time.
- The appropriate departmental cost code that is to be charged against.
- Written confirmation that they are the authorised budget holder for this cost code.

At least two working weeks notice is required to guarantee the creation of the vouchers.

**On receipt of the vouchers**

Created vouchers will be emailed back to the requestor. These can then be distributed to students as appropriate to add credit to their respective print budgets.

For information on how to redeem a distributed top up voucher, see Printing.