

**Revision History**

Date	Name	Description of Change
6/12/2001	CPC	Initial Draft

**Approval**

Date	Name	Title	Signature	Version
6/12/2001	Dr. G. Marshall Molen	ECE Department Head	<i>G. Marshall Molen</i>	1.0

**Overview**

- A quota of 50 pages per month is imposed for undergraduate students and graduate students, except those indicated below.
- A quota of 100 pages per month is imposed for RAs, TAs, and PhD students.
- The quotas for undergraduate and graduate students cannot be increased in a given month once the quota is consumed, except as noted below. The quota is fixed, even if a student consumes the quota printing “junk” files.
- Faculty supervisors for RAs and TAs can increase the student's quota as needed. The Building and Lab Manager handles quota requests for TAs. A web-based mechanism will provide faculty and staff access to quota maintenance.
- Student workers should print work-related material to the printer(s) in the ECE main office, which is exempt from quota tracking.
- RAs and student workers printing large print jobs are expected to fill out a print accounting form so the job can be charged against the applicable research contract. Forms can be obtained from the secretaries in room 216 of Simrall Hall, or from this link:

<http://www.ece.msstate.edu/files/forms/prtAccountSlip.pdf>

**Procedure**

**Accounts Over Quota:**

Once an account has printed more than its quota allows, the account name will be added to the printer quota file. All printers, except those noted in the overview, check this file before printing.

**Quota Resets:**

On the first day of each month, the printer quota file will be cleared and all print counts associated with ECE accounts will be reset to zero.

***Helpful Hints***

For students that have exceeded their print quota, it will be necessary for them to make use of any of the following:

- In light of the computer initiative, students should have a printer at their disposal, which can be used for general printing.
- The University's computer labs, located in the library and Butler Hall, have printers available for student use.

***Related Documents***