

Procurement Process for LBPs (desktop printers)

The Sustainable Print policy mandates the use of MFDs (multifunctional devices) over LBPs (desktop printers). MFDs have proven advantages in terms of confidentiality, convenience and waste reduction, and should be used where a printer will be used by more than one person.

In exceptional cases, use of an LBP may be appropriate, but all orders for LBPs will need to be authorised by the School Manager. They will be treated as stand-alone devices and any replacement toner will need to be purchased separately. LBPs will not be networked, and their use is not supported by IT Services.

Arrangements should be made locally for the procurement of desktop printers and the ongoing purchase of replacement toner. It should be noted that, in most cases, the cost of branded toner means that the cost per page printed can be more expensive than using a small MFD.

We are trying to minimise the number of purchases of LBPs, so please [contact us](#) prior to placing an order, as we have a number of Canon devices which are available for loan.