



REQUEST FOR PRINTER SUBMISSION CREDIT

State Form 54941 (R / 3-12)
Approved by State Board of Accounts, 2012

INDIANA OFFICE OF TECHNOLOGY
100 North Senate Avenue, Room N551
Indianapolis, Indiana 46204
Telephone: (317) 232-3172

- INSTRUCTIONS:**
1. Use this form to request a printer seat bill credit.
 2. Attach a copy of your completed State Form 13812, Notification of Surplus State-Owned Property.
 3. Submit this completed form to IOT at the above address.
 4. Retain a copy of this form for your records.

Name of requestor					Telephone number ()		Date of request (month, day, year)	
Name of agency / division						Project number		
Activity number	Source number	Category number	Sub-Category number	Locality number	Business unit *	Fund *	Department *	Program number *
Comments								
Agency / division authorized signature							Date (month, day, year)	

* Required field for Billing Purposes

FOR IOT USE ONLY		
IOT rebate offered \$ _____ per seat	Number of agency seats	Total rebate offered
IOT authorized signature		Date (month, day, year)