Your Carleton log-in credentials are required when you click on the Carleton standard print link at https://apps.carleton.edu/campus/print
Enter the 14 digit GL (General Ledger) budget number you are authorized to charge printing to. Check with your Supervisor if you do not know your 14 digit GL budget number.

Carleton business printing is tax exempt. Select **NO** in Taxable field. Leave Tax Certificate blank. Leave Tax rate **7.375**.

If you are authorized to charge printing to your College budget(s), register at [https://printservices.carleton.edu/sharp](https://printservices.carleton.edu/sharp). Once registered, maintain your account details in the ‘My Account’ tab.