

June 28, 2007

Directions for Purchase and Rental of Copiers in HokieMart

Type	Process	Requesting Department Action	Purchasing Action
<u>Preferred Option</u> Copier Rental from Virginia Tech	Contact Danny Suroski (dsuroski@vt.edu) ,540-231-1622 for details. http://www.printing.vt.edu/services/satellite.php Off-Campus Prices: \$.025 - \$.035 On-Campus Prices: \$.030 - \$.035	HokieMart: No Form Needed Copiers are rented on a cost-per-copy basis. No set monthly fee; price includes toner, maintenance, and supplies. If located on campus, paper can also be provided. Copy charges are processed through an internal transfer.	

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<p><u>Option 3</u></p> <p>Maintenance for Copiers No Longer on Contract</p>	<p>Obtain quote from vendor for MONTHLY cost of continued maintenance which will provide for greatest flexibility; request supplier to invoice department directly. Recommend quarterly/yearly payments. QUARTERLY/YEARLY maintenance payments may be done provided that they <u>do not exceed \$2,000.</u></p>	<p>HokieMart: Process Non-Catalog Form for invoices. Designate “<u>User Will Deliver</u>”</p> <p>Put the copier model and serial numbers in the body of the description along with the time period for the maintenance</p> <p>Vendor may require a copy of the PO. If so, user will need to fax the PO.</p> <p>NOTE: If supplier requires a signed service agreement, obtain legal review from Office of University Legal Counsel (540)231-6293).</p>	

Maintenance for Software and Equipment (Scientific/Other)

Type	Process	Requesting Department Action	Purchasing Action
<p>Software and Equipment Maintenance Agreements less than \$2,000</p>	<p>Obtain quote from supplier for desired “term”(monthly/quarterly/annually); request supplier to invoice department directly. After verifying the amount, forward original invoice to the Controller’s Office with the PO number written in the right-hand corner.</p>	<p>HokieMart: Process Non-Catalog Form for invoice payments.</p> <p>NOTE: If supplier requires a signed service agreement, obtain legal review from Office of University Legal Counsel (540)231-6293).</p>	
<p>Software and Equipment Maintenance Agreements for a Single Year greater than \$2,000</p>	<p>Attach quote to HokieMart purchase requisition.</p>	<p>HokieMart: Process Non-Catalog Form</p> <p>Enter the total dollars for the maintenance.</p>	<p>Purchasing will create encumbered PO for one year.</p>
<p>Software and Equipment Maintenance Agreements for Multiple Years greater than \$2,000</p>		<p>HokieMart: Process Non-Catalog Form</p> <p>NOTE: Use 0 dollars as the amount.</p> <p>To make maintenance payments, process the Contract Payments/Purchases form (HokieMart Will Not Deliver) using the original PO number generated for maintenance.</p>	<p>Purchasing will create unencumbered PO for one year.</p>

