Copy Machine Procedure

1. Contact Purchasing Manager, Patsy Charlesworth, or email purchasing@pacificu.edu concerning changing needs, at end of lease, or upgrade of existing copier.

2. Departments have two vendor options to explore:
   a. Ricoh | State of Oregon Contract
      i. Jeff Jones 503 603.8883; Cell 503 383.5023
      ii. Brand: Ricoh
   b. Pacific Office Automation | OETC contract
      i. Jeff Simon; 503 380.1470
      ii. Brands: Canon; Sharp, Konica Minolta

3. The department reviews varied options and secures quotes. Required specifics:
   a. Copier baseline:
      i. Digital, network connectivity, scanner, fax & color (budget allows)
   b. Reflect OETC copier contract pricing
   c. Energy Star rated
   d. Lease terms (not to exceed 48 months)

4. Once quote is selected, a Purchase Requisition is completed by the initiator and submitted to Purchasing with the original quote.
   a. Purchasing will secure approval from the Assistant VP of Finance | Controller.
   b. A Purchase Order will be created and maintained by Purchasing.
   c. Purchasing will notify department at lease end.

5. Any departmental changes to the existing Purchase Order **MUST** be communicated through Purchasing:
   a. Additions/removal of options
   b. Receiving date
      1. Account Manager notifies UIS 48 hours prior to installation of
         Model No., MAC address; active network port
   c. Copy expense billing charged in arrears: quarterly with POA; monthly with Ricoh
   d. Unresolved service issues or problems with vendor

6. *The department will maintain their own copier supplies and service calls.*

**NOTES:**

1. The Assistant VP of Finance | Controller signs **ALL** paperwork:
   a. Equipment contract (proposal)
   b. Contract
   c. Date of receipt information
2. Departmental personnel **will not sign** vendor authorization proposal prior to review by the Assistant VP of Finance | Controller.
3. Departmental customer does not place order.
4. Purchasing is the point of contact: purchasing@pacificu.edu or 503 352-2265
5. All billing flows through Purchasing, inclusive of copier charges.