



Guidelines for Copier Leases and Maintenance Agreements

EXISTING COPIER LEASES/RENTALS (MULTI YEAR LEASE)

A new purchase requisition should be created in SAP for the current yearly payment of the lease/rental. This will be added to the most current purchase order. Procurement Services will need the following information in the item text field of the requisition in order to add the line item to the purchase order:

- Current meter readings for both color and black and white
- Model number of the copier
- Serial number of the copier
- Current purchase order number

When the requisition is created for an **existing multi-year copier lease/rental**, please email a copy of the current lease/rental agreement or invoice to purchase@olemiss.edu and reference the purchase requisition in the subject line and on the agreement. Purchase Requisitions should be created in the month in which the lease payment is due. For example, if the lease runs October – September the requisition should be created in the month of October.

NEW COPIER LEASES/RENTALS OR RENEWALS OF EXPIRING LEASES

A new purchase requisition should be created in SAP with the following information included:

- Current meter reading (even if the meter reading is zero)
- Model number of the copier
- Serial number of the copier (FOR RENEWALS ONLY)
- Current Purchas Order number (FOR RENEWALS ONLY)

When creating the purchase requisition, please mention in the Header Note section that the requisition involves a new contract. Complete the Contract Routing and Approval Form (found at <https://contractmanagement.olemiss.edu/>) and send it along with the potential contract (signed by the vendor only) to Procurement Services (craf@olemiss.edu) for completion of their section of the Form. Be sure to include the requisition number in the subject line of the email. When the Form is emailed back to you, please submit the Form and contract to the Contract Intake Portal (found at <https://contractmanagement.olemiss.edu/>). Once the contract has been approved and signed, it will be emailed back to you. The new lease/rental agreement along with the completed Contract Routing and Approval Form should be emailed to purchase@olemiss.edu. Be sure to include the requisition number in the subject line of the email.

**For both existing and new rental/lease agreements, the purchase requisition will need to include a line item for estimated overages. The estimate will be based on historical usage.*



EXISTING MAINTENANCE AGREEMENTS

A purchase requisition should be created with the following in the item text field to be added to the current purchase order:

- Current meter readings for both color and black and white
- Model number of the copier
- Serial number of the copier
- UM number of the copier
- Current purchase order number

This includes per page and set price maintenance agreements. The maintenance agreement will need to be sent via email to purchase@olemiss.edu and reference the purchase requisition in the subject line and on the agreement.

**Some copier vendors (for example, RJ Young) have maintenance agreements that automatically renew each year and do not send yearly agreements. Instead, the department only receives an invoice from the vendor. A purchase requisition must be submitted for these once the invoice is received. If you do not wish to renew the maintenance agreement, you will need to contact the vendor and let them know you want to discontinue the maintenance on the copier.*

NEW COPIER MAINTENANCE AGREEMENTS

When a new copier is purchased and the copier is delivered and installed, a new purchase requisition should be created in SAP with the following information included:

- Current meter reading (even if the meter reading is zero)
- Model number of the copier
- Serial number of the copier
- UM number of the copier (you will need to inform property@olemiss.edu of the delivery)

When creating the purchase requisition for a **new copier maintenance agreement**, please mention in the Header Note section that the requisition involves a new contract. Then, you should fill out the Contract Routing and Approval Form (found at <https://contractmanagement.olemiss.edu/>) and send it along with the potential contract (signed by the vendor only) to Procurement Services (craf@olemiss.edu) for completion of their section of the Form. Be sure to include the requisition number in the subject line of the email. When the Form is emailed back to you, please submit the Form and contract to the Contract Intake Portal (found at <https://contractmanagement.olemiss.edu/>). Once the contract has been approved and signed, it will be emailed back to you. The new copier maintenance agreement along with the completed Contract Routing and Approval Form should be emailed to purchase@olemiss.edu. Be sure to include the requisition number in the subject line of the email.

**Please note that if the vendor will accept the UM Purchase Order as sufficient and not require an UM signature on their copier maintenance document, you do not need to submit the maintenance*



document to the Office of Contracts Management. The following vendors have provided Procurement Services with a statement stating they will accept a Purchase Order in lieu of a signed maintenance agreement: Rose Business, Rayco, and Copywrite.

***For both existing and new maintenance agreements, the purchase requisition will need to include a line item for estimated overages. The estimate will be based on historical usage.*

Questions concerning copier leases and maintenance agreements should be directed to the Procurement Assistant for your department.