

Procedures for procuring copiers, printers, and multifunction copier-printer devices

This procedure seeks to standardize the procurement of copiers, printers, and multifunction copier-printer devices while incorporating standards and an accurate asset management. This will be accomplished by ensuring that the Office of Technology (OT) approves every request before any order is placed.

Step 1: Department should first submit a request to the TSC regarding the purchase or lease of a copier, printer, multifunction device, whether new or as a replacement. Department will provide a budget number to use and the name of who can place the order in UCMarket.

Step 2: OT Technical Support Services (TSS) will review the request, conduct a site visit, and work with the department to evaluate and obtain minimum features needed by the department.

Step 3: OT TSS will contact the sales representative at Ricoh USA Inc. to schedule a site survey and quote. A representative from Ricoh will meet with the department to understand the department's needs. A representative from OT may be present.

Step 4: Ricoh will provide the quote to TSC. A representative from the TSC will contact the department and provide them the quote to obtain department approval to proceed with the purchase or lease.

Step 5: Upon approval, the Office of Technology will prepare the requisition on behalf of the department and assign the cart to the person in the department responsible for placing orders in UCMarket. The following information must be typed on the face of the requisition:

Shipping Information - must be the requesting department's delivery address.

External Notes - must type NASPO contract #3091 and State of Missouri contract #C215080018 (or other contract as applicable).

Product Description - must contain the complete copier description, model number, maintenance agreement term, cost per click for black and white and color, if applicable.

Step 6: Once the requisition has been approved, the Office of Procurement will issue the purchase order to Ricoh USA Inc.

Step 7: A representative from Ricoh USA Inc. will contact/email the TSC with Office of Technology regarding the delivery/installation information. The TSC will arrange the delivery and installation date with the department.

Exception Process

If Ricoh is not able to offer a device that will meet the needs of the department, please contact the TSC to request an exception.

FAQs

Why can't I order from a specific vendor?

By utilizing a single vendor, the university was able to obtain the very best prices and support.

What are the consequences from non-compliance with this procedure?

The purchase of copiers, printers or multifunction devices from unapproved vendors and by means other than the approved procurement channels is not permitted and if received will be returned to the vendor at the department's expense.

Can I purchase copiers, printers, and multifunction devices using the Business Procurement Card?

No, the purchase of copiers, printers, and multifunction devices can only be purchased by a university issued purchase order.

Where do we get replacement supplies, such as toner and staples?

These items would be purchased from the vendor.