

NETWORK COPIER PROCESS: REQUESTING, FUNDING, PAYMENT PROCESSING

I. If you currently have a Xerox Copier

- ❖ Academic Department
 - Plans the expense in their annual budget request
 - Processes the Requisition, Receiving Report, Invoice Payment
 - Orders and funds copier supplies
- ❖ Purchasing/Property Management
 - Processes the Purchase Order

II. If you currently have a Canon or Konica Minolta Copier

- ❖ Provost Office
 - Plans the budget for the fiscal year
 - Provides Purchasing with the funds
- ❖ Purchasing/Property Management
 - Manages the Requisition, Purchase Order, Receiving Report, Invoice Payment
 - Copier supplies
 - Ordered by the department
 - Cost is included in the maintenance agreement

III. If you would like to Request a New Network Copier

Academic Department contacts Purchasing and requests a quote from the Canon representative

- ❖ If copier is received during the current fiscal year (prior to June 30)
 - Department funds the expense for the remainder of the current fiscal year
 - Department manages the Requisition, Purchase Order (once issued by Purchasing), Receiving Report, Payments
 - Copier will move to the College's master ledger at the start of the new fiscal year
 - Provost Office
 - Plans the budget for the fiscal year
 - Provides Purchasing with the funds
 - Purchasing/Property Management
 - Manages the Requisition, Purchase Order, Receiving Report, Payment
- ❖ If copier is received at the beginning of the new fiscal year (July 1)
 - Copier will be on the College's master ledger for the new fiscal year
 - Provost Office
 - Plans the budget for the fiscal year
 - Provides Purchasing with the funds
 - Purchasing/Property Management

- Manages the Requisition, Purchase Order, Receiving Report, Payment

The purchase of individual desktop printers and supplies was discontinued by the College in 2016.

Provost Office
10/25/2024