TechBuy Guidelines for Entering Requisitions for Renewal Copiers

The following guidelines are intended to provide assistance for individuals entering requisitions for copiers in TechBuy. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail.

1. Find a copy of your current requisition. In Available Actions, click on the option to Copy to New Cart and click on the Go button.

2. Change the quantities as needed (i.e., if previous FY requisition was only for a partial year, then renewal should be for 12 months, or if the balance of the lease is less than 12 months, enter the number of remaining months on the lease).

3. Click on the Proceed to Checkout button and complete your requisition.

4. During the checkout process, enter the following information in Internal Notes:
   - PO# from previous fiscal year
   - Serial number
   - Date copier was installed
   - Months of lease balance remaining

5. Use account code 7G0011 for all costs related to the copier.

6. If the requisition is being prepared for the upcoming fiscal year, be sure to change the Accounting Date in Billing Options to the start date for that fiscal year (i.e., 09/01/20xx).
7. On the very last line item of the requisition, enter the following in **External Note**: “Renewal lease period on this PO from 9/1/20xx to 8/31/20xx. FYxx-POxxxxxx” Note, please be sure to adjust the ending date if your lease is not for the full 12 months of the fiscal year.

Be sure to click on the **Save** button.

For more information on completing the requisition, contact TechBuy Support in Purchasing (techbuy.purchasing@ttu.edu or 742-3844) for assistance.

**FUNDING NOTES:**

- HEAF funds (funds beginning with 13) cannot be used for copiers.
- If the copier is used for research, NRUF funds (funds beginning with 14) may be used for a proportionate share of copier rental and supplies.
- If you are using sponsored program (SPAR) funds (funds beginning with 21, 22 or 23), be sure to check with the grant accountant prior to submitting the requisition to make sure the expense is allowed.