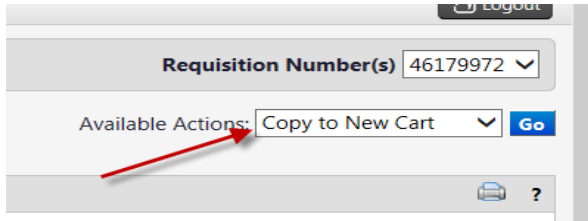


TechBuy Guidelines for Entering Requisitions for Renewal Copiers

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.

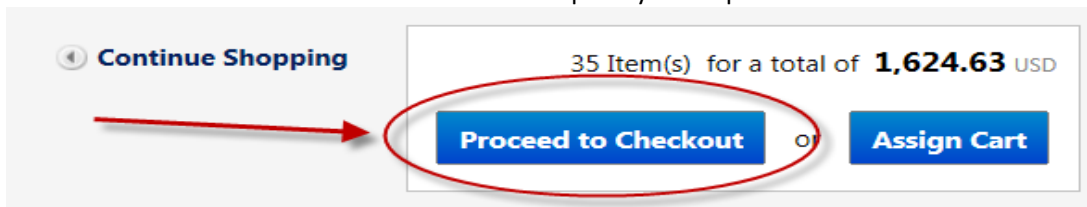
1. Find a copy of your current requisition. In **Available Actions**, click on the option to **Copy to New Cart** and click on the **Go** button.



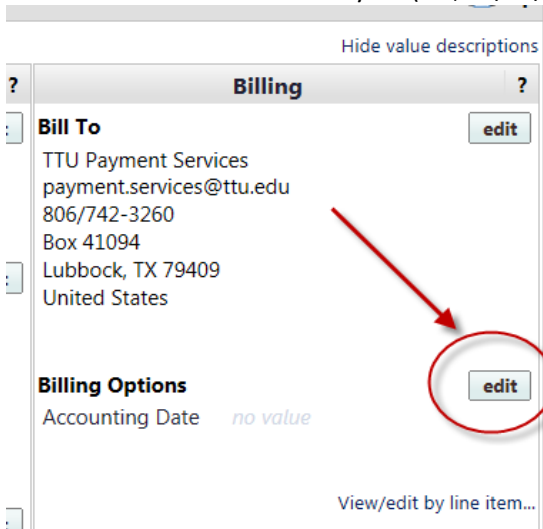
2. Change the quantities as needed (i.e., if previous FY requisition was only for a partial year, then renewal should be for 12 months, or if the balance of the lease is less than 12 months, enter the number of remaining months on the lease).

Product Description	Unit Price	Quantity	Total
Item added on Jan 28, 2014 Add to Favorites Ricoh MPC 4503 Digital Color Multi Copier, 36 month lease, color copier, 50 sheet automatic document feeder, 45 pages per minute color & b&w, 600x600 dpi resolution, security	118.57 USD 1, MON	7 Update	829.99 USD

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.

5	Color Copies - monthly estimate of 1,000 copies at \$.063 monthly charge.	Color 1000*	1	63.00	7 MON 441.00 USD	<input type="checkbox"/>	<input type="button" value="edit"/>
Manufacturer Name Ricoh		Taxable x	Internal Note <i>no note</i>				
more info...		Replenish stock x	Internal Attachments				

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

	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
10 copies at \$.063 monthly	Color 1000*	1	63.00	7	MON441.00 USD	
Contract: C01489-2						
h	Taxable <input type="checkbox"/>	Replenish stock <input type="checkbox"/>	Commodity Code <input type="text"/>	Recurring Payment <input type="checkbox"/>	Advanced Pay <input type="checkbox"/>	Invoice Attached <input type="checkbox"/>
	Internal Note		External Note			
			Renewal lease period on this PO from 9/1/20xx to 8/31/20xx			
			expand clear			
			expand clear			
	<input type="button" value="Save"/>		<input type="button" value="Cancel"/>			

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.