

TechBuy Guidelines for Entering Requisitions for Renewal Copiers:

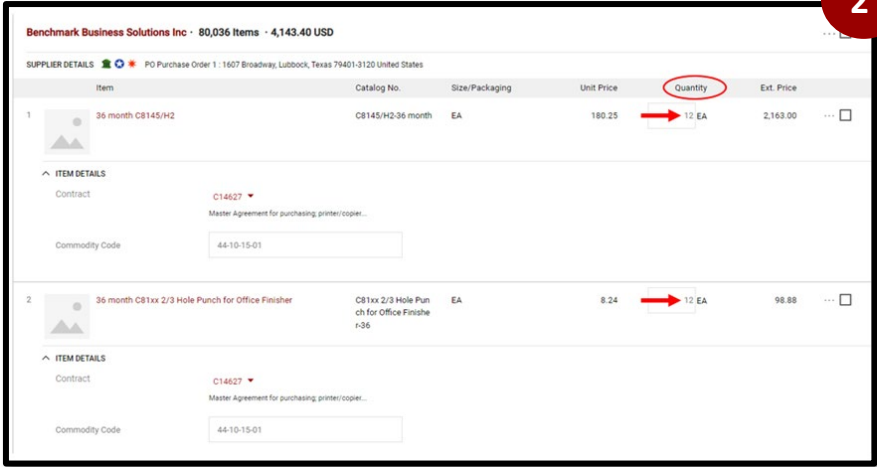
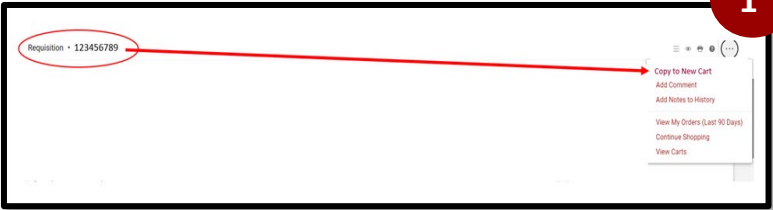
The following guidelines are intended to provide assistance for individuals entering requisitions for renewals to existing copiers in TechBuy. Strategic Acquisitions has made every effort to ensure that these guidelines follow the University’s Operating Policies and Procedures. However, in the event of conflict between these guidelines and the OPs, the OPs shall prevail.

Important Information:

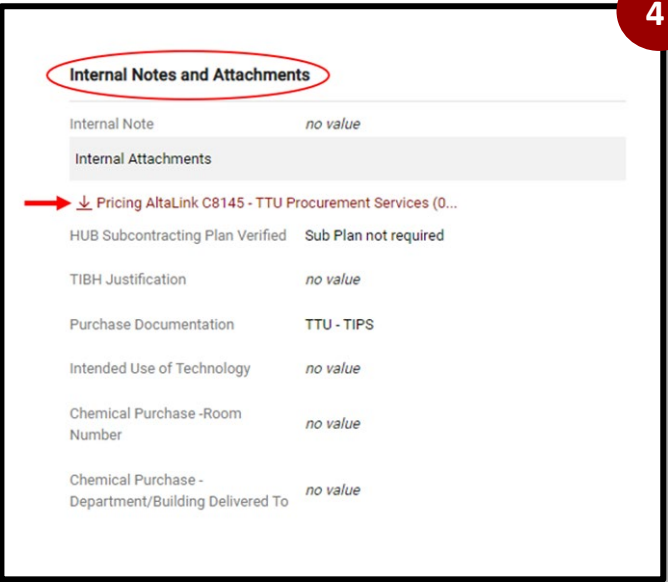
- Copier renewal requisitions **MUST** be copied from the previous requisition for the same copier and added to a new cart.
- All PO’s processed before 9/1 will remain in TechBuy hold status until processed on 9/1. Please be sure that the budget is correct and funding is in place in order to encumber the appropriate amount on the appropriate fiscal year. (Funds may need to be budgeted in the 7G0 account pool.)
- **Accounting Date:** All renewal orders processed before 9/1 of the next fiscal year should be dated 9/1 of the next fiscal year. For all requisitions processed after 9/1, please use the current date as the accounting date.
- **Account Code:** All copiers should be coded **7G0013** – *RL Rental Copier & Related Charges*.

Procedure:

1. **Benchmark and Ricoh** – Receive renewal quote via email. This will list the current PO number that will be needed to continue with the renewal process. From the PO listed on the quote, click on the requisition number attached to the PO, then copy to a new cart using the ellipsis in the right-hand corner of the requisition.
All Star - Does not require a renewal quote. A comment will be made on the current year’s PO giving guidance for the renewal
2. Adjust quantities on all line items based on the term date listed on the given quote. For example, if the renewal is valid through the end of the next fiscal year, funds will need to be encumbered for 12 months of service, so 12 will be the quantity used. If the renewal is only valid for a portion of the upcoming fiscal year, funds will only need to be encumbered for the remaining months needed (ex. Term date listed as 12/14, only 4 months will need to be encumbered. Quantity: 4.)



3. **IMPORTANT!** Adjust the number of B&W and color copies to accurately reflect what the department used in the previous year. Even if the vendor included a lower amount on the quote, the department should adjust the number.
4. Attach the renewal quote to the internal notes of the requisition.



5. Submit the Requisition.