

## TechBuy Guidelines for Entering Requisitions for New Xerox Copiers

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

### Definitions:

**Lease**—a lease cannot be cancelled prior to the end of the term of the lease agreement, usually 36 or 48 months.

**\*\*This How-To Guide only applies to new machines placed on the Xerox contract. Renewals of older leases must be processed in the same manner as they were previously done. This How-To guide does not address the purchase of a copier.**

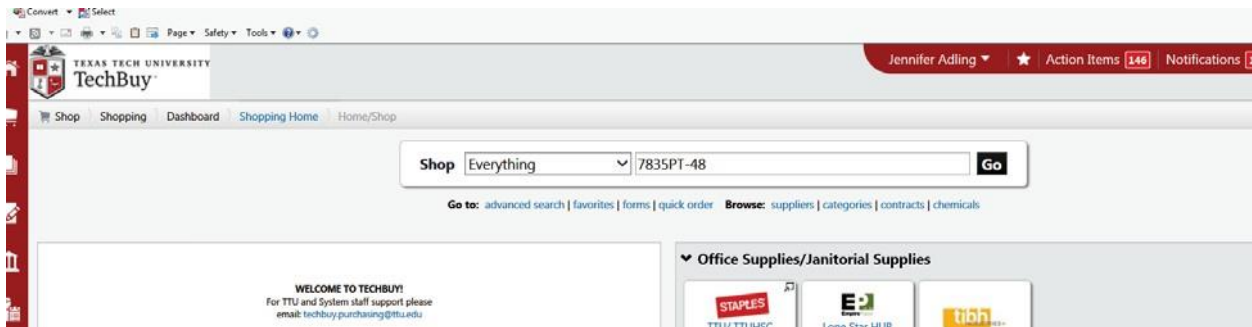
In order to create a new Xerox copier requisition, the department shall first contact Benchmark and request a quote.

- Contact Dana Kerr, 806-744-8744 or [dkerr@benchmarkyouroffice.com](mailto:dkerr@benchmarkyouroffice.com)

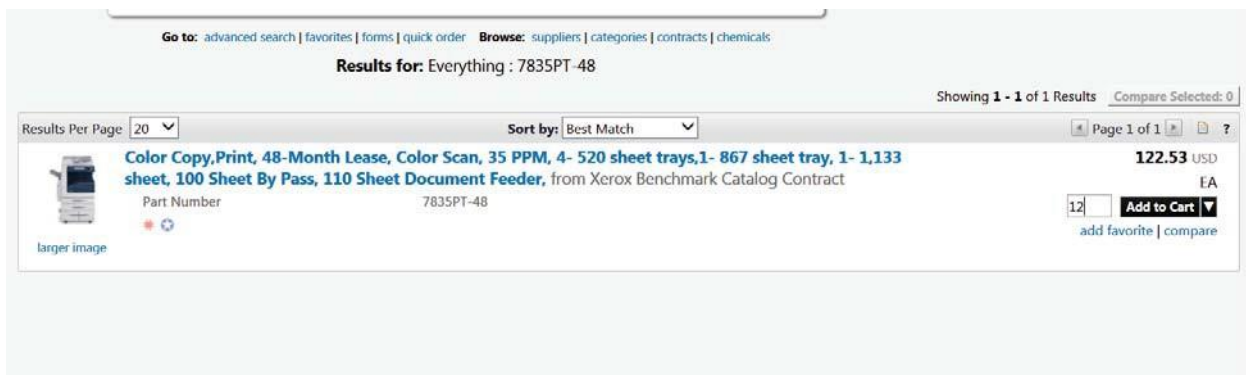
This quote must be attached to the TechBuy requisition as an External Attachment.

### Creating a requisition for a new Xerox copier using the Hosted Catalog feature:

1. On the shopping home page, enter the Part Number from the quote in the search field.



2. The product will appear. Select the number of months the machine is needed during the fiscal year. (This would normally be 12 months for a full fiscal year, but enter less if you are placing the order in the middle of the fiscal year.) Then click on **Add to Cart**.



**\*\* The last two digits of the Part Number detail the number of total months included in the lease. The lease will either be 36 or 48 months. The preparer must ensure that the copier and the options have the same number at the end of the part number (all must be “-3”6 or”- 48”, except for the copy charges).**

- Using the quote from your sales rep, search for each of the options listed on the quote for your copier (example: fax, stapler, post script – the post script is required for use with Apple/Macintosh computers).



- Black & White and Color Copies must also be added as options to the requisition. Benchmark will provide an estimate for you on the quote. This will be the estimate of the number of copies per month so that number will need to be multiplied by the number of months remaining in the fiscal year.



- Go to the cart icon at top of screen.



- Verify that the contents of the cart match the quote provided by Benchmark.
- In **External Notes and Attachments**, attach the quote and include a note stating **“Lease of new copier to be installed approximately (fill in date) in (building number) and room (room number).”**

**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.

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