

Copier Services Department

Copier Services Department

A. GENERAL GUIDELINES

Located in 218 Peterson Service Building, the Copier Services Department assists University departments by supplying a list of vendors that sell or rent stand-alone and multi-functional digital and analog copiers and facsimile machines on state contract pricing and General Service Administration (GSA) pricing. Copier Services also provides payable and billing services for departments that rent or own copiers with vendors that qualify for state contract pricing or GSA pricing. Copier Services works with the University Purchasing Division in identifying qualified vendors. When a department works with a qualified vendor through Copier Services to rent a copier or facsimile machine, the department enjoys the use of machine without being required to process DAVs or purchase orders. The department pays cost-per-copy. Copier Services manages the payment to the vendor and the department is billed by Copier Services through automated recharges. Should a department purchase a copier or facsimile machine from a qualified vendor using departmental funds, Copier Services can still manage the Service Agreement payments to the vendor and departmental billings.

Departments that choose not to work with qualified vendors must contact the Purchasing Division when renting or purchasing copiers.

For more information visit the Copier Services web-site at www.uky.edu/AuxServ/digitalcopies.html.

B. PROCEDURES FOR ACQUIRING COPIERS

University departments should contact the Copier Services Department of the Publishing and Postal Division when considering the purchase or rental of an office copier. A Copier Services representative will be able to give the department a list of current qualified vendors available for the department's selection.

Any qualified vendor will assess the department-user need and will specify a solution deemed by the vendor to be the best for the department. The vendor's recommendation will outline the cost factors (per-copy cost, rental amounts, etc.), and related information. Final selection of the vendor is ultimately that of the department user.

C. RENTAL/PURCHASE

RENTAL Office copiers are available through qualified vendors in cooperation with the Copier Services Department. Copier Services will pay the vendor the designated monthly rental costs and will then bill the department through computer-generated billing to the departmental account.

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OUTRIGHT PURCHASE Departments can utilize departmental funds to purchase office copiers. Copier Services will provide the qualified vendors authorized to assist the user department regarding the purchase of office copiers. Copier Services will work with the selected vendor by providing document management concerning the Service Agreement with the vendor. Copier Services also will pay the vendor any monthly maintenance costs and then will bill the department through computer-generated billing to the departmental account.

SUPPLIES Copier supplies (toner, developer, etc.), excluding paper and staples, are obtained directly from the vendor servicing the copier. The supplies are part of the vendor's cost-per-copy rental agreement or service agreement.

BILLING Departmental rental payments will be charged via computer generated monthly recharge billings prepared by Copier Services which post directly to the department's account number.

User departments will provide the copier meter reading to Copier Services on a monthly basis. Maintenance and supply charges will be calculated based on this reading and reconciled with the vendor.

All questions regarding billing can be directed to Copier Services at, 323-8221.

Billing options are available, contact Copier Services for details at, 323-8221.

OTHER SERVICES Departments which have concerns regarding the performance of their equipment, service provided by the qualified vendors, supply usage or performance, etc. should contact Copier Services. Copier Services will work towards resolving the concern.