

## Instructions for Entering Copy Machine Requisitions

### Copy Machine Requisition Best Practices

- Each requisition should encumber sufficient funds for the **full fiscal year**. Creating requisitions on a **per invoice basis is not recommended**.
- Each machine should have two PO lines associated with it, one for lease charges (rent) and a second for meter charges (image copies/black/color).
- Supplier must submit invoices to [apinvoices@gatech.edu](mailto:apinvoices@gatech.edu)
- Use a Procurement Requisition to encumber funds for the full fiscal year.

### Copy Machine Requisition Codes

#### Account Codes

719200 – Rental – Copying Machines (IRS)

719201 – Copier Lease Meter Charges

#### NIGP Codes

98526 – Copy Machine (Including Cost-Per Copy)  
Rental Lease

(Use this code for monthly lease costs and cost per copy)

93927 – Copy Machine Maintenance and Repair

(Use this code for maintenance agreements and cost per copy charges)

### Line Item

#### Product Description

The following information is required to be entered in the product description of the line status:

#### Lease Information

##### Information Required

##### Sample (example)

Equipment Name

Xerox, ModelW5645PT

Serial Number

WWW123456

Contract Term *(usually 36, 48 or 60 months)*

48 months

Payments Period

Months 10-21

Lease Amount

\$298.66 per month

Statewide Contract #

SWC # 99999-SPD-SPD0000137-0004

Previous Purchase Order Number

PO-5011234

#### Unit Price & Quantity

The following information is required to be entered in the Unit Price and Quantity fields of the line item:

Product Description	Sample (example)
Line Item 1 (base/monthly lease charges)	Unit Price \$298.66
	Quantity 12
Line Item 2 (meter charges/click charges/black/color) <b>Note: Use a Service Line for the Click Charges, which will allow you to invoice off of total amount as a declining balance.</b>	Extended Amount
	\$1000

#### Other information to include:

##### External Attachments

Lease Agreement (signed by the vendor and GT Procurement) for every leased copier machine.

Other supporting documentation: like quotes, contract renewals, etc.

## Contract Numbers

### Statewide Contract-Mandatory

Supplier Name

Contract Number

*Sharp Business Systems*

99999-SPD-SPD0000137-0001

*Ricoh USA Inc*

99999-SPD-SPD0000137-0002

*Toshiba America Business Solutions Inc*

99999-SPD-SPD0000137-0003

*Xerox Corporation*

99999-SPD-SPD0000137-0004

*Canon USA Inc*

99999-SPD-SPD0000137-0005