

POLICY ON LEASING/PURCHASING OF MULTIFUNCTION COPIERS

Date: 02/26/2013

Supersedes: *None*

I. PURPOSE

To establish guidelines for the leasing and purchasing of multifunction copiers.

II. POLICY

It is the policy of New York Medical College to purchase multifunction copiers where it is economically advantageous to do so and a justified need exists. It is also the policy of the College to lease multifunctional copy machines where the purchasing option is not exercised. Such leases are to be obtained through the Purchasing Department. Circumstances permitting, all print jobs are to be done in-house – unless the costs and time considerations properly substantiate outsourcing to an external vendor. Appropriate documented and approved justification will be necessary in order to purchase or obtain new leases and/or major upgrades to existing equipment.

III. SCOPE

This policy applies to all departments and offices of the College.

IV. DEFINITIONS

Primary Vendor – the vendor or vendors with whom the College has entered into a Master Agreement(s).

Multifunction copier - a machine that performs more than one function in addition to printing.

V. EFFECTIVE DATE

This policy is effective as of the date signed below.

VI. PROCEDURES

- A. Department Administrators shall meet with Purchasing Department to determine options and pricing for purchasing/leasing of multifunctional copy machines.
- B. The Purchasing Department will facilitate a meeting between the Department Administrator and the Primary Vendor to determine the department's equipment requirements including:
 1. Location for installation and machine dimensions;

2. Inclusion of color copying, faxing, stapling and hole punching, scanning, service, toner cartridges, networking capabilities and number of covered images; and
 3. Important options or other option(s) as a result of changing technology
- C. If the Department is leasing a multifunctional copy machine through the College's Primary Vendor, the Department shall prepare a requisition/Purchase form (PD-1) attaching vendor equipment schedules and the fully executed Master Lease Agreement, Master Maintenance Agreement and Master Acquisition Agreement ensuring appropriate general ledger accounts are used (see PD-1 Instructions) and shall forward same to the University Budget Office.
- D. If the Department desires to lease a multifunctional copy machine from a company other than the Primary Vendor, the Department shall:
1. Request vendor pricing and Lease Terms and Conditions for the proposed equipment from the proposed vendor.
 2. Simultaneously forward Purchase Requisition and attachments to University Budget Office and General Counsel's Office for review of Lease Terms and Condition).

VII. POLICY RESPONSIBILITIES

- A. The Purchasing Department shall have the following responsibilities:
1. Assist departments in their efforts to determine equipment specification requirements.
 2. Assist in completing the Supplier Justification Form (PD-2) as required.
 3. Review and award Purchase Order/Lease documents.
 4. Maintain database records of all leased copiers whether active or inactive for a period of seven (7) years.
 5. Inform departments of lease termination and continuation options.
 6. Ensure that hard drive (deleting data) is properly removed from the copier prior to return to vendor by the best appropriate method chosen.
 7. Provide advice and guidance with respect to the interpretation and administration of this policy.

- B. Departments who lease multifunctional copiers shall have the following responsibilities:
1. Regular monthly comparison and approval by the Department Administrator of pricing on the invoice to purchase order pricing for the copier prior to payment documentation for the life of copier lease.
 2. Regular quarterly comparison and approval by the Department Administrator of equipment usage charge on the invoice versus the actual number of copies made by the copier as indicated by the copier meter reading during the period reflected by the invoice ensuring documentation for the life of copier lease.
 3. Prior to return of copiers to vendor (also for College owned copiers for disposal), copier hard drives will be wiped (delete data). The cost of disposal or wiping deleting data) of copier hard drives will be borne by the department.
 4. Use of the department's copier lease general ledger account for costs related to drive destruction or wiping (deleting data) and all other related costs regardless whether costs are included in the contract price or incurred thereafter.
 5. Provide a listing of all costs associated with the multifunction copier and indicating expense account charged.

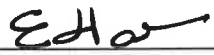
VIII. POLICY MANAGEMENT

Responsible Executive: Senior Vice President for Finance and Chief Financial Officer

Responsible Officer: Purchasing Manager

Responsible Office: Purchasing Department

Approved:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer

2/26/13
Date