



UNIVERSITY OF SOUTH ALABAMA
NEW COPIER REPLACEMENT REQUEST



** All USA Departments will receive this report, filled out from USA Copier Acquisition Management, 2-3 months before current lease expires. Please fill out information on second page only**

Department: _____ Date: _____

Address/Building/Room #: _____

Responsible Person/Contact: _____ Phone: _____

Is the Copier a (n): New Purchase Upgrade Downgrade

Current Unit: Rented Lease Purchase Purchase

Current Make and Model: _____ Initial Install Date: _____

Average Monthly Volume: _____

Current Monthly Lease Payment: _____ Current Monthly CPC (Usage) Payment: _____

Current Copier Features: _____

New Copier Acquisition

New Copier Make and Model: _____

New Copier Features: _____

Monthly Lease Payment: _____

Monthly CPC (Usage) Payment: _____

_____ (Subject to change based on monthly volume)

(Note: Departments will pay monthly lease payment for five years and monthly CPC (Usage) payment every month for life of copier. CPC (Usage) payment includes all maintenance and supplies, excluding paper and staples. All monthly and usage payments can be reviewed in the USA Banner Finance System.)

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PLEASE FILL OUT BELOW THIS LINE

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Billing Information

FOAPAL Number (Monthly Lease): _____ - _____ - _____ - _____

FOAPAL Number (Monthly Usage): _____ - _____ - _____ - _____

(Note: Same FOAPAL Number can be used for both monthly payments)

New Copier Location: _____

If Networked for Print: PC MAC Both

Additional Features Requested: _____

Copier Management Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Please Return To:

USA Purchasing Department
Attn: Allen Fincher
650 Clinic Drive, TRP 3, Ste 1400
Mobile, AL 36688
Phone: (251) 460-6151
Fax: (251) 414-8291

For maintenance and service questions, contact:

Berney Office Solutions – (800) 878-7797

For USA Copier Management questions, contact:

Allen Fincher – (251) 460-6151

** Forms can also be scanned to amckelroy@southalabama.edu **