

Columbia Copier Acquisition Process

Revised: 11/16/05

The Copier Acquisition Process is a Print Services initiative, please direct all questions to copiers@columbia.edu or call (212)854-3233.

1. **Customer** is directed to the **Print Services** web site.
2. The **customer** will be able to input a request for quote(s) or information through ColumbiaU@ikon.com. **IKON** sales rep will work directly with the **customer** to understand requirement and configure a machine that meets their needs.
 - a. Option(s) will be provided for Canon and Ricoh equivalents and quoted in 3-5 business days with unique quote reference number(s). Lease **AND** purchase prices/options will be provided. **Customers** that request network feature will avoid having to submit monthly meter reads (see "Financial Reporting #2" on page 3).
 - b. **Customer** may request that **IKON** rep perform a "**site survey**" of their office or location to discuss needs, space, electrical or networking concerns.

Note: **Customer** must be aware that additional features or components (i.e. sorter, extra paper tray, network capable, etc.) they are requesting **may significantly increase costs** as compared to current copier.
3. **Customer** decides on copier and requests a "**formal quote**" from **IKON**.
4. **IKON** forwards "**electronic copy**" of formal quote to **customer**.
5. **Customer's DAF** (financial approving officer) sends email which will act as departmental financial authorization along with attached "electronic quote" to copiers@columbia.edu for processing by the **Print Services** department. Quote can also be faxed to (212)854-0406. **Customers** billing account number will be charged for subsequent purchase, lease and maintenance fees upon successful install. **Print Services** will validate **DAF** (through the Controller's office) and quote (against master pricing).
6. **Print Services** will create a "**purchase requisition**" in FFE for purchases over \$2,500 using the subcode chart below. Leases will be processed by **Print Services** via change order to add new copier to Ikon master purchase order. For purchases less than \$2,500, **Print Services** will process an EZ-PO and skip to step 9.

Purchase:	6200	(outright purchase of \$2,500 or less).
Purchase:	6100	(outright purchase of \$2,501 or more).
Lease w/Purchase:	6117	(payments w/ FMV-Fair Market Value buyout at end of lease).
Rental:	2510	(without title vesting).

Note: If funded with federal funds, acquisition of copiers may be disallowed (Some federal agencies, in their provisions to an award, restrict purchase of "**General Purpose Equipment**" e.g.: equipment, the use of which is not limited only to research, medical, scientific or other technical activities. Examples of GPE includes: office equipment and furnishing, air conditioning equipment, reproduction and printing equipment, motor vehicles etc. In this case, a department may decide to RENT and expense to 2510. If decision is to "rent" without title vesting, **copier will not be tracked as a capitalized asset**. Any purchase over \$25,000 and using any 61XX subcode will require **Don Edwards, Property Management** prior approval as well, de2@columbia.edu.

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7. **For Purchase: Print Services** completes an “FFE” requisition and faxes with on-line cover sheet and quote to **Purchasing** at (212)854-2699.
For Lease: Print Services processes change order against master purchase order and faxes with quote and on-line cover sheet to **Purchasing** at (212)854-2699.
8. **Purchasing** approves change order for leases or assigns purchase order # for purchases and forwards to **IKON**. Rush orders will be fast tracked by **IKON** and **Purchasing**.
9. **Purchase:** Upon receipt of purchase order, **IKON** will work directly with the **customer** to schedule delivery and installation (generally 2 weeks), including any requirements for network administrator support.
Lease: Upon receipt of change order, **IKON** will submit an “**equipment schedule**” to **Purchasing** to obtain authorized signature(s). Once signed and returned, **IKON** will work directly with the **customer** to schedule delivery and installation (generally 2 weeks), including any requirements for network administrator support.
10. **IKON** will fax a copy of the “Delivery & Acceptance” form to **Print Services** that includes the following information after installation:
 - **Purchase Order Number**
 - **New Serial Number**
 - **Network IP address (if applicable)**
 - **Beginning Meter Read**
 - **Installation Date**
 - **Customer signature (with printed name) of delivery and acceptance**
11. **Print Services** will bill **customer** upon successful completion of install for total purchase price or first month lease through **IDI**. Subsequent lease payments and maintenance charges will be billed monthly.
Note: All copier related invoices will be processed by **Print Services**.
Invoices sent to customers should be forwarded to **Print Services** for payment as follows:

Via Mail:	Print Services 106 Journalism, MC 3841 2950 Broadway New York, N.Y. 10027
Via Fax:	(212)854-0406

Removing or Replacing existing/current copier:

12. The **customer** is responsible for notifying **Print Services** if a copier is removed, including serial #, CU ID tag number (if owned), purchase order #, removal date and final meter read.
If notice is not provided, the customer will continue to be billed for the copier.
If leased, Customer will coordinate removal directly with the copiers leasing vendor (\$200-\$300 removal fee plus any outstanding lease termination charges).
If owned, Customer will coordinate removal with **IKON** at **no charge**.
13. **Print Services** will submit report **Property Management** with CU ID tag numbers for **purchased** (not leased) equipment that has been identified for removal from service.

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14. If copier is being permanently moved to another location, the **customer** must provide notice to **Print Services** at copiers@columbia.edu. **Print Services** will update inventory to reflect location change and repeat step 12 only if copier is owned.

Financial Reporting:

1. **Print Services** will maintain sub-ledger (SL) accounts to record capitalized purchases, leases and maintenance costs. These accounts will not be used for any other transactions.
2. On a monthly basis, **Print Services** will process an entry crediting its SL account for any capitalized purchases (one time for total cost) or leases (monthly for term of agreement) and charging the appropriate departments by crediting the corresponding sub-code and charging the respective department(s) sub-code. The same process will be followed for maintenance costs which are based on meter reads submitted by **customers** via the on line portal. **Customers** can avoid monthly on line submissions by providing network IP address to **Print Services**.
3. **Print Services** will reconcile the SL accounts to ensure all entries have posted correctly.

Note: All billing inquiries should be forwarded to copiers@columbia.edu or by calling (212)854-3233.

Go to “Contact Us” for additional **IKON** and **Print Services** contact information.