

Copier Leases Frequently Asked Questions

7/31/2014

The Ohio State University has an exclusive arrangement with ComDoc/Xerox through OSU Uniprint to supply all copiers needed by the University. All new copier leases must be made through UniPrint (the University's copy service). OSU Purchasing will not process any requisitions for a new copier lease or purchase.

Who do we contact at UniPrint when we're ready for a new machine?

You will contact Becky Triplett triplett.29@osu.edu

What if our office copier is still under lease through another company?

You will continue as usual until your current lease has expired. When your lease is up and you're ready to get a new machine, you will contact UniPrint.

What if our office owns the machine?

If your office owns the machine, when you renew your maintenance agreement you will need to provide the following on the eRequest:

- Make and model of equipment
- Owned or leased
- If leased, monthly lease amount
- Black and white volume
- Color volume
- Cost per page for overages for both black and white and color volume.

This will be reviewed by Uniprint and if you are allowed to proceed with the agreement they will approve the Purchase Order. However, if there is a ComDoc machine that meets your needs that is less than the maintenance agreement cost you will be required to lease a new machine.

Am I able to purchase a machine (instead of leasing)?

No. The University contract only allows for the leasing of copy machine.

Who needs to sign the UniPrint agreement?

Just like a requisition, the agreement needs an initiator and an approver. The initiator can be any office employee, and the approver should be the Unit Director. This is an exception to normal procedures – normally your Service Center will obtain all signatures for contracts (both internal and external agreements).

How will we be billed?

Billing will be automatic and processed as an Interdepartmental Billing. You will not receive invoices or have to approve transactions once the agreement is signed. If you are leasing the machine, the charge will be a combined lease & maintenance fee. It will be billed monthly, and overages billed quarterly.

What if we have short term leasing needs (i.e. Fairs)?

Yes, UniPrint will work with you to get a machine for your County Fair. Please contact Becky Triplett.

How fast will we get maintenance service?

You are guaranteed next day service on all maintenance requests. In some cases you may get same day service, depending on your location and proximity to the nearest contracted service office.

After we have a new lease in place are there requirements of my office?

1) Quarterly you will need to confirm the monthly print totals with Uniprint so that they can appropriately bill you. They will provide instructions on how to do this at installation. 2) Monthly, you will need to download a copy of your statement to confirm you are being charged correctly on your eReports. 3) Periodically you will need to purchase paper for your machine. Other supplies are provided by the vendor.

