

Copier Form Instructions

These forms were created to simplify and expedite the requisitioning and approval processing of the copier commodity. All of the form fields marked as bold are required and are necessary for vendors to fulfill the order correctly and simplify the communication needed between departments, vendors, and Procurement.

Here are some general tips for navigating the copier forms:

- ❖ The forms are located on the **Shopping Home Page** under the heading **UGA Internal Stores and Forms**.
- ❖ Note that there are four different copier forms: (1) **New Copier Lease Agreement**, (2) **Yearly Copier Lease Renewal**, (3) **Copier Purchase**, and (4) **Copier Maintenance Agreement**.
- ❖ Each form has help text listed on the form if you need assistance specific to each form type. Please follow the direction of the help text to submit accurate information.
- ❖ If you realize that you are missing a piece of required information while filling out a form, skip it, complete the form to the best of your ability, and add it to your cart. You can come back to it before submitting the cart. (Note that some fields must be completed before you can add the item to your cart.)
- ❖ Ensure that the Vendor fulfillment address matches the quote and/or previous PO. To change the fulfillment address, select the vendor on the form then, once you complete the form and save it to your cart, go to your cart and click the **Edit** button underneath the vendor and select the vendor that matches the quote.
- ❖ You must attach a quote for both New Copier Leases and Copier Purchases. A quote is not required for Yearly Copier Renewals or Maintenance Agreements
- ❖ If you have any further questions, contact Chris Versola (cversola@uga.edu) in the Procurement Office.