JUSTIFICATION FOR PURCHASE OF COPYING EQUIPMENT

- Business Unit # _____ Requisition #_____
- Completed PUR Form 350, JUSTIFICATION FOR PURCHASE OF COPYING EQUIPMENT to be kept in your department for audit purposes.
- Report Of Survey Form (FA Form FA-P-M-RS1/9-1-93), if applicable, sent to Property.

NOTE: All spaces of Form 350 must be completed, including signature.

Department Name:		Is New Copier A Replacement or Supplemental Unit?
New Copier Location (Room & Bldg. #)		If Supplemental, Where Will Old Copier Be Used?
City		Name of Key Operator for Routine Maintenance:
New Copier Make/Model:	Type/Class:	
Vendor Name:		**Information To Be Verified By Departmental Person: (typed name)**
If Replacement, Provide Destination of Old Copier:		**Title:** **Date:**
Old Copier Decal Number:	When Acquired:	**Signature:**

CURRENT COPIER

Average Volume Per Month:_____
Is Copier Functional? : _____
Currently Using Auditron Device? ____Yes ____No

Current Machine Features: Indicate all that apply.
Bookcopying _____
Reduction Capability _____
Two-Side Copying _____
Sorter/Collator _____
Auto Document Feed _____
Current Annual maintenance cost: $_____
Covered under Maintenance Insurance Plan? _____

EVALUATION OF COST OF NEW COPIER

Monthly cost is determined by averaging cost data from three (3) consecutive months' invoices.

Estimated Paper Cost $_____
Estimated Supplies Cost $_____
Copier Cost:
Base Machine: $_____
Sorter/Collator $_____
Auto Document Feed $_____
Additional Features Not on Current Copier:
_____ $_____
_____ $_____
Total Purchase Price: $_____

Maintenance:
Warranty Period: _____
Extended Warranty offered? _____Yes _____No

Justification for new copier features not found on current copier: _____

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