

# Copier Management - Purchase & Lease

Departments seeking to purchase printers/copiers are expected to consider the following:

- The **first preference** should always be to consider **networking to the multifunction printers/copiers** already available in most department offices. These devices provide the most economical printing costs.
- In cases where a local printer is necessary, departments may select from the list of state-approved manufacturers;

Sharp

Xerox

HP

Canon

Konica

Ricoh

## Methods of Procurement of printer/copiers

### 1. Lease of machine through ISU Copy and Mail Services

- Interdepartmental invoicing – charges based on usage, not placement
  - B/W Copies - \$0.05 ea.
  - Color Copier - \$0.10 ea.
  - Scanning - \$0.01 ea.
  - B/W Prints - \$0.05 ea.
  - Color Prints - \$0.10 ea.
  - Faxing - \$0.05 ea.
  - Install and Moves – FREE
- Machine can be upgraded as your requirements change (ex. color printing)
- Includes all supplies and maintenance (paper, toner, staples, etc.)

Contact Copy and Mail Services for quote, available machines and services... (208) 282-3430

### 2. Lease of machine from state-contracted vendor

- Department/Purchasing requests quote from state-contracted vendor.
- Charges based on placement and usage.
- Includes toner and maintenance only.
- Maximum three (3) year lease term – option for new machine every three (3) years.
- Standing purchase order issued each fiscal year (FY).

### 3. Purchase of machine with maintenance

- Department/Purchasing requests quote from state-contracted vendor.
- One-time invoice for machine, monthly fee for maintenance and overages.
  - Purchase Order issued for machine purchase.
  - Standing purchase order or P-Card for monthly maintenance and overage.
    - Renewed each fiscal year.
- Machine cannot be upgraded, must dispose and purchase new machine as required.

### 4. Purchase of machine without maintenance

- Department/Purchasing requests quote from state-contracted vendor.
- Purchase Order issued for machine purchase.
- Pay for repairs as needed, P-Card authorized use.
- Machine cannot be upgraded, must dispose and purchase new machine as required.

To determine which of the above procurement methods best meets your needs, please complete the 'Copier Needs' questionnaire located at <https://isu.edu/purchasing/forms> and submit to the Purchasing Department for assistance.