



## Multifunction Copier FAQ's

™ What to do if you need to surplus a copier?

- x First, contact [procurement@valdosta.edu](mailto:procurement@valdosta.edu)

manufacturer before removing the machine.

- x Second, contact Chris Griggs at [cmgriggs@valdosta.edu](mailto:cmgriggs@valdosta.edu) to have the item sent to surplus.

™ How to move a machine to another department on campus?

- x Contact [procurement@valdosta.edu](mailto:procurement@valdosta.edu) and we will contact the copier representative to have them come and move the machine. Please notify us if you are replacing a machine.

™ How to purchase a copier?

- x Contact [procurement@valdosta.edu](mailto:procurement@valdosta.edu) and we will reach out to the manufacturer representative to get price quotes. Procurement ensures that we are purchasing using the Mandatory Statewide Contract.

- x After you have chosen which machine you need, a special requisition will need to be entered into ePro to process the order on a PO.

- o Xerox: [xeroxread@xeroxmeterreadsus.com](mailto:xeroxread@xeroxmeterreadsus.com)

- o Ricoh: 1888-456-6457

™ What to do if my department receives a Copier renewal in the mail.

- x Send the renewal document to [Procurement@valdosta.edu](mailto:Procurement@valdosta.edu). Renewals often contain information regarding click charge increases, these are tracked in Procurement.

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