

The first step should be to contact Copy Program (644-4843) and let them know what you are looking for. They will work with you to make sure you get the right machine for the jobs you are doing.

Please do not let outside vendors place trial/test machines in your department as Florida State University will not, under any circumstances, consider making payment for any copiers or other equipment that is placed in departments before a purchase order is issued. This policy is retroactive to any copier, copier/printer, or other equipment that might have placed in departments. It applies to equipment which is being considered for purchase or for lease -- if an FSU requisition has not been entered by the campus department, then approved prior to purchase by the Copy Program, and an FSU purchase order entered prior to delivery of the equipment, then equipment shall be removed and no payments with university funds (i.e. processed on a university budget through this office) will be made.

Placing equipment on campus without a purchase order may mean that confirming orders will not be considered for processing, nor will any invoices be paid with state or university funds. Unless a p.o. has been issued PRIOR to the equipment being placed on our campus, the transaction between the vendor and the department is the personal obligation of the person arranging for the equipment to be supplied on a trial basis. FSU will not purchase such equipment. It is acceptable for a department to use Foundation or other private funds to pay for the use of "loaner" equipment that may already be in place, if a payment obligation exists, however such transactions are to take place independently of the University Purchasing Department, University Payables and Disbursements section, or ABA section. No payments to vendors providing coping or other similar equipment, whether for purchase or lease, and whether encumbered or unencumbered, are to be made with University funds of any kind, unless Purchasing issues a confirming purchase order AFTER obtaining the approval of authorized individuals in the FSU Business Services Copy Program. Such approvals, however, are not anticipated and should never be counted upon. Any department that determines it has equipment on site but where a purchase order has not been issued should make arrangements immediately to return the equipment to the vendor.