

# **UNIVERSITY OF SOUTH ALABAMA**

# **NEW COPIER REPLACEMENT REQUEST**



\*\* All USA Departments will receive this report, filled out from USA Copier Acquisition Management, 2-3 months before current lease expires. Please fill out information on second page only\*\*

Department:	Date:
Address/Building/Room #:	
Responsible Person/Contact:	Phone:
Is the Copier a (n): New Purchase Upgrade Downgrad	le
Current Unit: Rented Lease Purchase Purchase	
Current Make and Model: Initia	l Install Date:
Average Monthly Volume:	
Current Monthly Lease Payment: Current Monthly CPC (	Usage) Payment:
Current Copier Features:	
New Copier Acquisition	
New Copier Make and Model:	
New Copier Features:	
Monthly Lease Payment:	
Monthly CPC (Usage) Payment:	
(Subject to char	ge based on monthly volume)

(Note: Departments will pay monthly lease payment for five years and monthly CPC (Usage) payment every month for life of copier. CPC (Usage) payment includes all maintenance and supplies, excluding paper and staples. All monthly and usage payments can be reviewed in the USA Banner Finance System.)

#### 

## PLEASE FILL OUT BELOW THIS LINE

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#### **Billing Information**

FOAPAL Number (Monthly Lease):	
FOAPAL Number (Monthly Usage):	
(Note: Same FOAPAL Number can be	used for both monthly payments)
New Copier Location:	
	MAC Both
Copier Management Signature:	Date:
Department Head Signature:	Date:
Please Return To:	For maintenance and service questions, contact:
USA Purchasing Department Attn: Adam McKelroy	Berney Office Solutions – (800) 878-7797
650 Clinic Drive, TRP 3, Ste 1400 Mobile, AL 36688	For USA Copier Management questions, contact:
Phone: (251) 461-1887 Fax: (251) 414-8291	Adam McKelroy – (251) 461-1887

\*\* Forms can also be scanned to amckelroy@southalabama.edu \*\*