

# Purchase and Rental of Office Machines

Policy 509.16

## 1 Introduction

## 2 Scope

## 3 Definitions

## 4 Policy and Procedure Statements

### 4.1 State Contract

4.1.1 Most office machines must be purchased through the State Purchase and Contract Division. The State Purchase and Contract Division has entered into annual contracts for this purpose. Machines covered by the contracts are calculators, dictating machines, and copiers.

### 4.2 Available Machines

4.2.1 Information on available state contract machines may be obtained from the University Purchasing Office.

### 4.3 Non-Contract Machines

4.3.1 Orders for non-contract machines cannot be placed until after they are justified and approved by the State Purchase and Contract Division.

### 4.4 Disposition of Old Machines

4.4.1 Replaced machines are traded in (only if determined to be to the State's advantage), put in surplus for return to another University department, or sold as surplus.

### 4.5 Copy Machines

4.5.1 A number of copiers are available through State contracts for purchase or lease. Every effort is made to obtain the copier that best meets the needs of the requesting department, keeping in mind the cost per copy, service available, cost of the machine, quality of the copy, etc. A justification questionnaire is required to be submitted to the North Carolina Purchase and Contract Division for all non-contract copiers.

4.5.2 Mimeograph machines, spirit duplicators, and other machines for long run copying must also meet certain need requirements before being purchased. Requests for this type of equipment is reviewed and evaluated by the Purchasing Office.

## 5 Additional References

## 6 Authority

## 7 Contact Information

## 8 Original Effective Date

## 9 Revision Dates