

FAP 111-13-00

COPIER PROCUREMENT AND DISPOSAL

1. An agency desiring to rent or renew the rental of a copier, or to enter into a cost per copy agreement, shall not sign a vendor supplied copier agreement form. The Initial Rental Agreement form attached to a Catalog Master Agreement in the state's procurement system shall be signed and issued to the vendor upon or during the installation of the equipment. The Initial Rental Agreement shall become the source document for establishing the effective date for a rental.
2. Rental payment shall be initiated in the state's procurement system and shall reference the established Catalog Master Agreement for that copier.
3. Purchase of equipment shall be from an established Catalog Master Agreement and shall be made by Catalog Delivery Order, which may be issued by the agency.
4. Existing equipment owned by the Commonwealth may be traded in to the seller of the new equipment in exchange for a credit, if a trade-in is in the Commonwealth's best interests. An agency shall comply with applicable requirements of FAP 220-19-00, State Owned Surplus Property, Declaration and Disposal, if trading in existing equipment.