

COPIER AND PRINTER PROCUREMENT AND DISPOSAL

1. If a state-wide copy and print services Master Agreement (MA) has been approved and is active, the policy and process for procurement and/or disposal of a copier shall be governed by the FAC.
2. If there is not a state-wide copy and print services MA approved and active, the following apply:
 - a. **Procurement:**
 1. All agencies and offices within the Executive Branch shall use the Managed Print Services (MPS) program to procure new copiers and printers unless specifically exempted by the Managed Print Governance Board or their representative. All state and local government agencies may request new MPS devices and services by following the instructions on the MPS website (www.ky-mps.com).
 2. Rental payment shall be initiated in the state's eProcurement system and shall reference the established Managed Print Agreement for that device.
 3. The purchase of copier or printer equipment shall not be permitted unless specifically exempted from the Managed Print Program. Exempted equipment shall be purchased from an established Master Agreement and shall be made by Delivery Order, which may be issued by the agency. Exemptions may be requested by following the instructions on the MPS website.
 4. Agencies are encouraged to contact the Commonwealth Office of Technology, Division of IT Operations through the Commonwealth Service Desk to request an assessment or additional assistance prior to purchasing or entering into a rental agreement.
 - b. **Disposal:**
 1. Agencies and offices that provide a purchase exemption from the MPS program may trade existing non-MPS equipment owned by the Commonwealth 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 111-54-00 and FAP 220-19-00, if trading-in existing equipment. MPS equipment will be returned to MPS vendor when no longer required.
 2. Non-MPS leased equipment shall be returned to the leasing company after an office or agency is brought into the MPS program. In some cases, this may take several months to satisfy the lease. State owned equipment not brought into the MPS program shall be disposed of in accordance with the appropriate Surplus Property rules within ninety (90) days.
 3. All agencies shall comply with the Enterprise IT Policy CIO-092 - Media Protection Policy when arranging disposal of any copier or printing equipment that contain storage device(s). Equipment must be properly sanitized prior to disposal or release and sanitization procedures shall be properly documented to prevent unauthorized release of sensitive and/or confidential information that may be stored on that equipment and/or on other electronic media.