

COPIER MAINT INFO FOR REQUISITION CHECKLIST

- ☐ Contract number
- ☐ Make
- ☐ Model
- ☐ Serial number
- ☐ Start and end date of purchase order or Start and end of lease (if leased)
- ☐ Pricing information: Base/Monthly charges / overage charge / allowance / cost per copy
- ☐ Supplies included - ie., staples , toner, etc...
- ☐ Location of machine (please put the room number, building number and address the copier is located) This is for the vendor so avoid abbreviations.
- ☐ LU contact persons full name, email address and phone number