

# DEPARTMENTAL COPIER ORDER FORM – SHORT-TERM RENTAL



OFFICE OF  
BUSINESS  
SERVICES

A. DEPARTMENTAL INFORMATION					
REQUESTOR			BUDGET MANAGER		
Name			Name		
Phone			Phone		
Email			Email		
Signature/Date /			Signature/Date /		
Department Name			Delivery Location		
<i>By signing, you acknowledge that you are authorized to do business on the budget below and agree to the Terms &amp; Conditions.</i>					
Purchase Order	PO Line #	Dept ID	Fund	Project	
Requested Delivery Date			Start Date of Rental		
Requested Pick-up Date			End Date of Rental		
On-Call Dates and Hours					
Comments					
B. STANDARD EQUIPMENT BUNDLES					
All packages are configured with the following: Copy/Print/Scan, Floor Finisher with Staple and 2/3 Position Hole Punch, Network Ready, Dual Scan Doc Feeder, Power Filter, Maintenance and Supplies included.					
MODEL	SPECIFICATIONS	MONTHLY COST (NOT PRORATED)	COST PER COPY B&W	COST PER COPY COLOR	ORDER REQUEST
Black & White 30-45 Pages Per Minute	Paper Capacity: 500 – 1,100 Sheets	\$40.00 / month	\$0.0400	n/a	<input type="checkbox"/>
Color 30-45 Pages Per Minute	Paper Capacity: 500 – 1,100 Sheets	\$40.00 / month	\$0.0400	\$0.1000	<input type="checkbox"/>
<i>A \$100 delivery/installation/removal fee will automatically be added to the order.</i>					
PROGRAM MANAGER					
Name					
Phone					
Email					
Signature/Date /					
Comments					



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## TERMS & CONDITIONS

### I. ORDERS AND SERVICE

All requests for new copier equipment, equipment moves, supplies and/or service are submitted on-line to the Office of Business Services' (OBS) website at [copier.fsu.edu](http://copier.fsu.edu). All equipment orders must include the name and signature of the Department Budget Account Manager as listed in OMNI.

### II. RENTAL TERM

The terms of a short-term rental apply for the duration of the time specified by the department. Department must request an extension if machine is needed past expressed pick-up date. Only one extension will be granted. Short-term rentals will not exceed four (4) months.

### III. MAINTENANCE & SUPPLIES

OBS or its authorized partner R J Young, LLC, is responsible for installation, maintenance, repair, and relocation of Departmental copier equipment.

Cost per Copy maintenance plans include preventative maintenance, repair services, parts, labor and all consumables, including toner and staples at no additional cost to the Department. Department understands and agrees that paper is not included. Damage or problems caused to the equipment by unauthorized moves or repairs are subject to the appropriate fees charged to the Department. OBS reserves the right to monitor all Departmental print devices for optimization of network resources, cost reduction studies, and energy savings.

Service will not be provided on equipment which has had unauthorized parts or supplies installed, or that has been modified or used by unauthorized personnel to repair or change equipment.

### IV. USE, EQUIPMENT LOCATION

Department shall use the equipment in a careful and proper manner in conformance with the manufacturer's specifications and all laws, ordinances and regulations in any way relating to the possession or use of the equipment. Department will keep and use the equipment at the location originally installed by OBS. Department may not move the equipment without prior written approval from OBS. Department will provide adequate space and electrical services and data connection for the operation of the equipment.

Department will not make any alterations, additions or replacements to the equipment without prior written consent from OBS. All approved alterations, additions or replacements will become part of the equipment and OBS property at no cost or expense to OBS.

### V. SATISFACTION GUARANTEE

Should a unit be out of service for more than eight (8) business hours, a loaner unit of similar or greater capabilities will be provided within twelve (12) business hours. If a unit has three (3) failures in thirty (30) business days, the unit will be replaced with a unit of similar or greater capabilities. *A failure shall be defined as any unit malfunction that prevents it from producing printed output and excludes but is not limited to, normal wear and tear, incidents of equipment abuse or neglect, incidents as the result of failure to maintain the manufacturer recommended environmental and electrical condition, fire, flood, incidents as the result of unit relocation by someone other than OBS or its contracted vendor, incidents as the result of equipment in excess of its useful life or reconditioning requirements.*

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## VI. SERVICE

Service calls will be made during normal business hours, Monday to Friday, 8AM to 5PM, at the specified installation address. (Travel and labor time on calls made other than during normal business hours will be charged to Department at established overtime rates).

## VII. BILLING

### A. Monthly Billing

All lease billing will be on a monthly basis in arrears. Cost per copy charges will be billed at the conclusion of the short-term rental. Please note that a Department may be responsible for any modifications required to accommodate the installation of the copier such as network drop, lighting, electrical work, etc.

All monthly lease and cost per copy invoices for Departments will automatically be charged to the purchase order and line provided by the Department. Internal invoices will be submitted to the Department Budget Account Manager as listed in OMNI. Any customer that does not have an FSU Department ID will be billed and the terms will be net 30. Payments from external customers should be remitted as described on the invoice.

OBS is the billing agent for all charges to the Department and Vendor. If a Department receives an invoice from another source (i.e. outside vendor, etc.), the Department must forward the unpaid bill to the attention of the Accounting section in OBS. All charges will be billed as per the terms above.

### B. Responsibility for Other Expenses Relating to Equipment Installations, Moves and Changes

It is the responsibility of each individual Department to pay all expenses as indicated in the signed OBS Departmental Copier User Agreement as well as any non-recurring charges for services rendered as requested by Department.

### C. Review and Adjustments

It is the responsibility of each department to review their invoice within thirty (30) days of receipt. Questions or irregularities should be addressed to the OBS Accounting section at 850-644-7777 or [obs-accounting@admin.fsu.edu](mailto:obs-accounting@admin.fsu.edu). OBS Accounting will research and respond to all questions presented within thirty (30) days of the written request. If adjustments need to be made to a department's account, OBS Accounting will make these adjustments during the next available billing cycle subsequent to the conclusion of the research. If the error is due to incorrect information provided by the department, the buying department will need to correct via a journal entry through the Controller's Office General Accounting area. Adjustments will only be made based on properly submitted and authorized orders. Please review your statements promptly.

### D. Loss or Damage Language

Department is responsible for any loss, theft, destruction of, or damage (collectively "Loss") to the equipment from any cause at all, whether or not insured, during the lease period. Department is required to make all CPC payments even if there is a Loss. Department must notify OBS in writing immediately of any Loss.

## VIII. LEASE/ORDER FORM ACCEPTANCE:

By signing the order form, Department agrees to comply with this Agreement's terms and conditions, and all other University rules and regulations now in effect, and any that may be adopted and published by the University during the term of the Agreement.

OBS reserves the right to make changes to the Agreement during the term of the Agreement with thirty (30 days written notice) to the department.