

Palomar College Digital Multifunctional Copier Program

Presented by:



In partnership with

Konica Minolta Business Solutions



KONICA MINOLTA

Book
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2016

A Note from Print Services



November 1, 2012

Diane Cummins
Supervisor, Business Support Services
Palomar College
1140 West Mission Road
San Marcos, CA 92069

Dear Fellow Faculty and Staff:

It gives me great pleasure to present the following program for the procurement of digital multifunctional equipment. We have gone through a long and arduous process to get to this point. It has long been our goal to create an effective and complete document print strategy for the whole campus to benefit from.

I am sure you will see there have been some tremendous advances in how multifunctional copiers have evolved that we all can utilize them to reduce our costs of output and help move documents through a more streamlined process. I encourage you to take advantage of this program and consult with Print Services and Konica Minolta to help you find more efficiency in producing documents.

As you make use of this program, feel free to contact me or my staff where you may make inquiries or provide comments and suggestions that could make this even better.

Sincerely,

Diane Cummins

Print Services Contact Information

Diane Cummins
dcummins@palomar.edu
760.744.1150 x2754
760.761.3561 Fax

Digital Multifunctional Copier Program

How the program works....

The district has entered into a contractual agreement with Konica Minolta who will provide the machines and service under the life of this contract. The basic concept is that a department with the need for a copy machine will now either purchase or lease a machine from an approved list of copiers. The costs associated with the operation of the copier such as paper, toner, developer, drums and imaging units as well as maintenance will now be covered by Comet Copy. Departments that have a copier under this program will then be on a monthly cost-per-copy which will be charged back to the department by Comet Copy.

This program allows the district to realize significant savings in resources by consolidating the different manufacturer's types of equipment

1. Meet with Tom Frincke from Konica Minolta, where he will bring a catalogue filled with available products and pricing. There are specific strategies relating to print, copy, scan and fax that he will share with you that will help lower costs and improve the movement of your documents. From this meeting your department can choose one of four machine models from the catalogue.
2. The department chooses to purchase or lease the machine.
3. Comet Copy contracts with the Konica Minolta for service and supplies. When service is needed departments contact Comet Copy. Comet Copy calls for service and logs in the call. Comet Copy handles service calls so we can track up time, reoccurring problems and issues so that if a machine has consistent problems we can take further action to correct the problem.
4. Meter reads are taken monthly on all machines to track usage. Departments are then charged back by Comet Copy on the actual usage based on the monthly meter read.
5. The cost per copy on the black and white copiers is .0268 (includes the Bizhub 224e, and 364e).
6. The cost per copy on the color copier is .04 per copy for black and white copies and .25 per copy for color copies (includes the Bizhub C224e)
7. The cost per copy charge includes/covers all machine service and repair, supplies; toner, developer and staples that the machine uses as well as white 8.5x11 paper.

Equipment Ordering Instructions -- Short Version

1. Meet with Konica Minolta rep, fill out the order form completely and sign.
2. Fill out a Palomar College requisition form.
3. Submit both the Konica Minolta order form and the Palomar requisition to Print Services.
4. Print Services will verify that forms are accurate and then submit both forms to the Purchasing department.
5. The Purchasing Department will create a Purchase order and forward this document to Konica Minolta.
6. Konica Minolta will verify that the documents are correct and will create an internal sales order document that will get the order processed.
7. Someone from Konica Minolta will call the department ordering the equipment to schedule the delivery day and time.

Equipment Ordering Instructions -- Detailed Version

1. Meet with Konica Minolta rep, fill out the order form completely and sign.

The Konica Minolta National Account Representative is a trained professional in document distribution and printing services that will be able to ask a series of questions that will help you choose the right equipment with the right accessories. This will also help when training because it will connect what you are specifically doing within your department and he can design a better training program when delivered.

Your representative will have data compiled from studies performed earlier that show the average amount of print volume and copy volume from the existing devices within your workgroup. This information will help discern the size of equipment that would be a best fit.

In addition to this, your representative will question the ways in which you communicate from the utilization of your fax, scanners and e-mail. This person will help uncover costly means of distributing documents and make recommendations that can further help reduce costs, or increase productivity.

Once the information has been gathered and understood, when it is time to receive the training by the Konica Minolta Customer Service Representatives, there will be a better understanding of what to show you and how to set up your new bizhub equipment. In most circumstances, this process can be handled within one appointment. By doing this right, it will prevent errors and mistakes in recommendations.

2. Fill out standard Palomar College Requisition form

Complete a requisition form

3. Submit both the Konica Minolta order form and the Palomar requisition to Print Services.

Once the Konica Minolta Order form has been completed and signed, and the requisition form has been completed, submit both forms to Print Services to the attention of Anna Morrison.

If there are any questions during any part of this process, please contact Print Services.

4. Print Services will verify that forms are accurate and then submit both forms to the Purchasing department.

Once these forms are with Print Services they will be reviewed for accuracy, quickly logged and then forwarded onto Purchasing.

An additional form will be completed by Print Services detailing the anticipated monthly volume of prints and copies. Be certain that that amount is recorded on the copier order form. Your Konica Minolta representative can help you come up with this number.

5. The Purchasing Department will create a Purchase order and forward this document to Konica Minolta.

A Purchase Order will be created and it will be forwarded onto Konica Minolta along with the copier order form.

Additional signatures may be required on leased equipment. Purchasing will contact Konica Minolta in the event a leased request is received. Konica Minolta can forward the necessary documents via e-mail to Purchasing for the part.

6. Konica Minolta will verify that the documents are correct and will create an internal sales order document that will get the order processed.

Konica Minolta internal order processing can take several days. The length of time can vary depending upon the accuracy of the received documents. However, in most cases all equipment should be delivered within two weeks from receipt of the PO and Order form.

Both Palomar Print Services and Konica Minolta's representative can be reached in the event there is a question. Feel free to reach out to either throughout this process.

Your Konica Minolta representative will contact you through this process.

7. Someone from Konica Minolta will call the department ordering the equipment to schedule the delivery day and time.

Once the equipment is ready to deliver, Konica Minolta's administrative staff will call the selected end-user to schedule delivery.

They will ask questions relating to the hours of operation, preferred days to receive the equipment and if there are any stairs or steps that have to be accessed.

If there are any changes on your end regarding the ability to receive equipment, please contact Print Services or Konica Minolta to discuss.

Your new Konica Minolta bizhub multifunctional device will come pre-assembled and ready to make copies. The trucking crew assigned to deliver the equipment will place the machine in its final location, plug it in and turn it on. It is safe to make copies. In most cases the staple finisher will be assembled by a service technician. Konica Minolta's dispatch center will be contacted by the trucking crew to have the tech finish the set up.

In most cases the time to connect your new device onto your network and setup scanning capability will be done at a later date. It requires setting an appointment to have Palomar's IS administrator and a Konica Minolta Network Engineer at your site to get this done.

What to Expect Next Upon Delivery

Congratulations! You just received your new copier from Konica Minolta. This delivery should include this document and the "Copier Help Sheet" that outlines how to get supplies and service. There also will be several operator manuals and some CD's. Please put these documents in a safe area for later recall. The following will outline what the next steps are concerning the installation of the equipment.

- The Konica Minolta trucking crew will deliver your new machine to its final delivery location
- The old machine will be picked up with all remaining supplies at the same time as the new one is delivered
- Old supplies **WILL NOT** work in the new machine and will damage it if tried!
- The trucking crew will plug in the new machine and turn it on
- All machines will be pre-installed offsite and will function as a copier immediately
- Record the meter read before use of machine
- It is safe to use the document feeder or glass platen and get basic copies out.
- In most cases there will be a finisher (sorter) that will need installation
- The trucking crew will call Konica Minolta and place a call for all remaining installation requirements. Generally, the plan is to deliver equipment late in the afternoon and install the equipment first call the next morning.
- In most cases, the copier technician will arrive on the next business day after delivery to complete the installation. Once installation is complete, the copier technician will provide basic instruction on the use of the machine
- Following the installation Konica Minolta will provide a trainer for more in-depth training on printing, copying and scanning
- In all cases, these devices will have the ability to connect to your computer network as a printer and scanner

If there are any remaining questions, please contact the Tom Frincke (KMBS) at 858-348-2243, or Diane Cummins (Palomar Business Support Services) at 760-744-1150, Ext. 2754.

CLIENT COPIER HELP SHEET

This sheet is designed to assist you in communicating with **Palomar Print Services** concerning your Konica Minolta Multifunction copier. If you have any questions concerning your account, please don't hesitate to call Ext. 2558

CALLING FOR SERVICE: When placing a service call, please have your machine model number and serial number ready for Print Services when he/she asks for it. In addition, be ready to explain what the problem is, so we can expedite your call. Service can be reached at the **PRINT SERVICES PHONE NUMBER 760-744-1150, Extension 3077**

E-MAIL FOR SERVICE: If you prefer to communicate with us via your e-mail system, you may do so by sending a message to cometcopy@palomar.edu

FAXING FOR SERVICE: If you prefer to fax a service call into our Print Services you may fax all requests to **760-761-3561**.

GETTING SUPPLIES: Again, have your model and serial numbers handy. When ordering supplies (toner, staples, and waste toner bottles) you can call, email, campus mail or fax your requests. Please call the **760-744-1150, Extension 3077**.

IMPORTANT NUMBERS

Equipment Model Number: _____

Equipment Serial Number: _____

Print Services **(760) 744-1150**
Ext. 3077, or 2558

Equipment Descriptions and Order Forms

The following pages are equipment description pages and order form. Please look through the product descriptions to help you determine which machine best fits your needs. If you need help determining which machine you would like please contact Print Services. The printed pages in this book can be filled out and turned into Print Services or you may request an electronic version of the forms.

Please do not hesitate to contact Print Services if you need any assistance.

Print Services Contact Information

Diane Cummins
dcummins@palomar.edu
760.744.1150 x2754
760.761.3561 Fax

Anna Morrison
amorrison@palomar.edu
760.744.1150 x2558
760.761.3561 Fax



Corporate Agreement

B/W

Konica Minolta bizhub

227



KONICA MINOLTA

Multifunctional Product (MFP)

FEATURES

STANDARD FEATURES:

22 ppm black & white output, first copy 5.3 seconds, 45 ipm **full color duplex scanning** including Scan-to-Email, Scan-to-FTP, Scan-to-SMB (Scan-to-Desktop), Scan-to-HDD (Scan-to-User Box), User Box function to store, share, access documents in secure mailboxes on 250 GB hard drive. Up to 140 lb. index, envelopes, output up to 11" x 17". Simitri® HD Toner, High-volume fax option of Super G3 transmission/reception with speed-dialing, broadcasting and other special features for handling high-volume traffic.



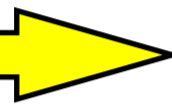
GENERAL INFORMATION

Max. Monthly Copy Volume: **100,000**
 Power Requirements: **120V, 60Hz**
 Multicopy Speeds B/W: **22ppm (8.5 x 11)**
 Maximum Size Original: **11" x 17"**
 Copy Sizes: Minimum: **4" x 6"**
 Maximum: **11" x 17"**
 Copy Resolution: **True 600 x 600dpi**
 Print Resolution: **1800 x 600 dpi Enhanced**

Palomar Community College District Contract Price

Fill in the Yellow Boxes

Choose The Quantity of Items Desired



Enter Number To Select Quantity of Item(s) Below

PRICING

EQUIPMENT DESCRIPTION

Purchase or

Contract Cash Price

Contract 60-Month Lease Cost

STANDARD CONFIGURATION

Lease

bizhub 227 Printer/Copier/Color Scanner - Includes Dual 500-sheet universal paper trays, 100-sheet bypass, PS & PCL Controller, 2 GB Standard Memory, Duplex Unit, 250 GB HD, Standard USB 2.0

\$ 2,381

\$ 52.14

DF-628 Reverse Automatic Document Feeder

MUST CHOOSE ONE OF THE FOLLOWING

DK-513 Standard Cabinet Base/Storage Drawer

\$ 165

\$ 3.61

PC-113 Paper Feed Cabinet (Additional 500 sheet paper tray, plus cabinet)

\$ 349

\$ 7.64

PC-213 Paper Feed Cabinet (Dual 500 sheet paper trays, plus cabinet)

\$ 513

\$ 11.23

OPTIONAL ACCESSORIES

FS-533 Inner Finisher (Staples up to 50-sheets and stacks up to 500 sheets)

\$ 536

\$ 11.74

PK-519 Punch Kit 2/3 Hole Punch (**FS-533** required)

\$ 253

\$ 5.54

FK-513 Super G3 Fax Kit

\$ 514

\$ 11.26

REQUIRED

ESP Diagnostic Power Filter 15Amp

\$ 179

\$ 3.92

Please enter estimated monthly usage for this unit

Black & White

Totals:

\$ -

\$ -

New Equipment Connectivity / Scanning Capabilities

Protocol	TCP/IP (IPv4/IPv6), BOOTP, ARP, ICMP, DHCP, DHCP v6, AutoIP, SLP, SNMP, FTP, LPR/LPD, RAW Socket, SMB over TCIP/IP, IPP, HTTP, POP, SMTP, LDAP, NTP, SSL, IPX, AppleTalk, Bonjour, NetBEUI, WebDAV, DPWS, S/MIME, IPSec, DNS, DynamicDNS, LLMNR, LLTD, SSDP, SOAP		
Standard Interface	Standard Ethernet (10 Base-T/100 Base-TX/1000 Base-T), High Speed USB 2.0, USB 1.1, USB Host		
PDL	PCL5e/c emulation, PCL6 (XL v.3.0), PS 3 (v.3016) Emulation, XPS		
Scan Functionality	Scan-to-Email, Scan-to-FTP, Scan-to-HDD (Scan-to-User Box), Scan-to-Me/Scan-to-Home, Scan-to-SMB (Scan-to-Desktop), Scan-to-USB, Scan-to-WebDAV, Network TWAIN		
Scan Format	JPEG, TIFF, PDF, Compact PDF, XPS, Compact XPS, PPTX		

New Equipment Space, Network and Electrical Requirements

<p>120V, 60Hz NEMA 5-15R</p>	Connectivity		Do You Have a Fax Line Installed	Y/N	Physical Dimensions [with no finisher]
	Is Network Drop Ready	Y/N			
Scanning Desired?	Y/N				
Is Electrical Correct and Ready for Installation:	Which Type? (circle requirements)	E-Mail	FTP	Y/N	24.2 Wide
Y/N		HDD	SMB		32 Deep
			Is There Enough Space For This Device (see dimensions to the right)		36 High



Corporate Agreement

B/W

Konica Minolta bizhub

364e



Multifunctional Product (MFP)

FEATURES

STANDARD FEATURES:
 36 ppm black & white output, first copy 6.9 seconds, 160 ipm full color duplex scanning including Scan-to-Email, Scan-to-FTP, Scan-to-SMB (Scan-to-Desktop), Scan-to-HDD (Scan-to-User Box), User Box function to store, share, access documents in secure mailboxes on 250 GB hard drive. Up to 140 lb. index, envelopes, output 11" x 17" originals on 12" x 18" paper, Simitri® HD Toner, High-volume fax option of Super G3 transmission/reception with speed-dialing, broadcasting and other special features for handling high-volume traffic.



GENERAL INFORMATION

Max. Monthly Copy Volume: **150,000**
 Power Requirements: **120V, 60Hz**
 Multicopy Speeds B/W: **36ppm (8.5 x 11)**
 Maximum Size Original: **11" x 17"**
 Copy Sizes: Minimum: **5.5" x 8.5"**
 Maximum: **11" x 17"**
 Copy Resolution: **True 600 x 600dpi**
 Print Resolution: **1800 x 600 dpi Enhanced**

Palomar Community College District Contract Price

Fill in the Yellow Boxes

Choose The Quantity of Items Desired

Enter Number To Select Quantity of Item(s) Below

PRICING

EQUIPMENT DESCRIPTION

Purchase or

Contract Cash Price

Contract 60-Month Lease Cost

STANDARD CONFIGURATION

Lease

bizhub 364e Printer/Copier/Color Scanner - Includes Dual 500-sheet universal paper trays, 150-sheet bypass, PS & PCL Controller, 2 GB Standard Memory, Duplex Unit, 250 GB HD, Standard USB 2.0

\$ 2,862

\$ 62.68

DF-701 Single Pass Dual Scan Document Feeder

MUST CHOOSE ONE OF THE FOLLOWING

DK-510 Desk/Storage Drawer

\$ 165

\$ 3.61

PC-110 Paper Feed Cabinet (Additional 500 sheet paper tray, plus cabinet)

\$ 349

\$ 7.64

PC-210 Paper Feed Cabinet (Dual 500 sheet paper trays, plus cabinet)

\$ 513

\$ 11.23

OPTIONAL ACCESSORIES

FS-533 Inner Finisher (Staples up to 50-sheets and stacks up to 500 sheets)

\$ 536

\$ 11.74

PK-519 Punch Kit 2/3 Hole Punch (**FS-533** required)

\$ 253

\$ 5.54

FK-511 Super G3 Fax Kit

\$ 514

\$ 11.26

REQUIRED

ESP Diagnostic Power Filter 15Amp

\$ 179

\$ 3.92

Please enter estimated monthly usage for this unit

Black & White

Totals:

\$ -

\$ -

New Equipment Connectivity / Scanning Capabilities

Protocol	TCP/IP (IPv4/IPv6), BOOTP, ARP, ICMP, DHCP, DHCP v6, AutoIP, SLP, SNMP, FTP, LPR/LPD, RAW Socket, SMB, IPP, HTTP, POP, SMTP, LDAP, NTP, SSL, IPX, AppleTalk, Bonjour, NetBEUI, WebDAV, DPWS, S/MIME, IPSec, DNS, DynamicDNS, LLMNR, LLTD, SSDP, SOAP		
Standard Interface	10 Base-T/100 Base-TX/1000 Base-T, USB 1.1, USB 2.0, USB Host		
PDL	PCL5e/c, PCL6 (XL v.3.0) Emulation, PS3 (v.3016) Emulation, XPS v. 1.0 (XML Paper Specification) / PCL: 80 Roman fonts, PostScript 3 Emulation: 137 Roman fonts		
Scan Functionality	Scan-to-Email, Scan-to-FTP, Scan-to-HDD (Scan-to-User Box), Scan-to-Me/Scan-to-Home, Scan-to-SMB (Scan-to-Desktop), Scan-to-USB, Scan-to-WebDAV, Distributed Scan Management, Network TWAIN, WS-Scan, Color Internet Fax		
Scan Format	TIFF, PDF, Compact PDF, JPEG, XPS, Compact XPS, PPTX		

New Equipment Space, Network and Electrical Requirements

<p>120V, 60Hz / Less than 1.5KW NEMA 5-15R</p>	Connectivity		Do You Have a Fax Line Installed	Y/N	Physical Dimensions [with no finisher]
	Is Network Drop Ready	Y/N			
Scanning Desired?	Y/N	Is There Enough Space For This Device (see dimensions to the right)			
Is Electrical Correct and Ready for Installation:	Which Type? (circle requirements)		E-Mail	FTP	Y/N
Y/N		HDD	SMB	32 Deep	
					36 High



Corporate Agreement

Color & B/W

Konica Minolta bizhub C258



Multifunctional Product (MFP)

FEATURES

STANDARD FEATURES:

25 ppm output black & white, 25 ppm color output, first copy 7.5 seconds, 160 ipm **full color, duplex scanning** including Scan-to-Email, Scan-to-FTP, Scan-to-SMB (Scan-to-Desktop), Scan-to-HDD (Scan-to-User Box), User Box function to store, share, access documents in secure mailboxes on 250 GB hard drive. Up to 140 lb. index, envelopes, coated paper, output 11" x 17" originals on 12" x 18" paper, Simitri® HD Toner, High-volume fax option of Super G3 transmission/reception with speed-dialing, broadcasting and other special features for handling high-volume traffic.



GENERAL INFORMATION

Max. Monthly Copy Volume:	80,000
Power Requirements:	120V, 60Hz
Multicopy Speeds B/W:	25ppm (8.5 x 11)
Multicopy Speeds: Color:	25ppm (8.5 x 11)
Maximum Size Original:	11" x 17"
Copy Sizes: Minimum:	5.5" x 8.5"
Copy Sizes: Maximum:	11" x 17"
Copy Resolution:	True 600 x 600dpi
Print Resolution:	1800 x 600 dpi Enhanced

Palomar Community College District Contract Price

Fill in the Yellow Boxes	Choose The Quantity of Items Desired	Enter Number To Select Quantity of Item(s) Below	PRICING

EQUIPMENT DESCRIPTION		Purchase or Lease	Contract Cash Price	Contract 60-Month Lease Cost
STANDARD CONFIGURATION				
bizhub C258 Printer/Copier/Color Scanner - Includes Dual 500-sheet universal paper trays, 150-sheet bypass, PS & PCL Controller, 4 GB Memory, Duplex Unit, 250 GB HD, Standard USB 2.0			\$ 2,697	\$ 59.06
DF-704 Single Pass Dual Scan Document Feeder				
MUST CHOOSE ONE OF THE FOLLOWING				
DK-510 Standard Cabinet Base/Storage Drawer			\$ 165	\$ 3.61
PC-110 Paper Feed Cabinet (additional 500 sheet Tray, plus base cabinet)			\$ 349	\$ 7.64
OPTIONAL ACCESSORIES				
FS-533 Inner Finisher (Staples up to 50-sheets and stacks up to 500 sheets)			\$ 536	\$ 11.74
PK-519 Punch Kit 2/3 Hole Punch (FS-533 required)			\$ 253	\$ 5.54
FK-514 Super G3 Fax Kit			\$ 514	\$ 11.26
REQUIRED				
ESP Diagnostic Power Filter 15Amp			\$ 179	\$ 3.92
Please enter estimated monthly usage for this unit		Black & White		
		Full Color		
Totals:			\$ -	\$ -

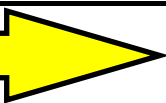
New Equipment Connectivity / Scanning Capabilities

Protocol	TCP/IP (IPv4/IPv6), BOOTP, ARP, ICMP, DHCP, DHCP v6, AutoIP, SLP, SNMP, FTP, LPR/LPD, RAW Socket, SMB, IPP, HTTP, POP, SMTP, LDAP, NTP, SSL, IPX, AppleTalk, Bonjour, NetBEUI, WebDAV, DPWS, S/MIME, IPSec, DNS, DynamicDNS, LLMNR, LLTD, SSDP, SOAP
Standard Interface	10 Base-T, 100Base-TX or 1000 Base-T, Standard USB 2.0, USB 1.1, USB Host
PDL	PCL6 (XL 3.0), PCL5C, PostScript 3 (ver 3016), XPS PCL: Resident Fonts 80 Roman fonts, PS 3 Emulation resident Fonts: 137 Roman Type 1 fonts
Scan Functionality	Scan-to-Email, Scan-to-User Box (HDD), Scan-to-FTP, Scan-to-USB, Scan-to-SMB (Desktop Folder) Scan-to-Me, Scan-to-Home, Scan-to-Scan Server, Network Twain (via Ethernet TCP/IP), Scan-to-WebDAV, WS-Scan
Scan Format	JPEG, TIFF, PDF, PDF/A, Compact PDF, Encrypted PDF, Compact XPS, PPTX

New Equipment Space, Network and Electrical Requirements

120V, 60Hz / Less than 1.5KW NEMA 5-15R	Connectivity		Do You Have a Fax Line Installed	Y/N	Physical Dimensions [Including the finisher]
	Is Network Drop Ready	Y/N			
Scanning Desired?	Y/N		Palomar Departments are responsible to acquire their own fax lines		
Is Electrical Correct and Ready for Installation:	Which Type? (circle requirements)	E-Mail FTP HDD SMB	Is There Enough Space For This Device (see dimensions to the right)	Y/N	
Y/N					24.2 Wide 27 Deep 31 High

Complete Order Form



Order Form

Today's Date _____

Name: _____

E-Mail _____

Department Name _____

Address _____ Room # _____

City _____ Zip Code _____

Phone: _____ Ext. _____

Desired Delivery Day & Time _____

Department Hours of Operation _____

Secondary Contact _____ Secondary Phone _____

Old Equipment Information

Palomar ID # _____

Old Equipment Brand/Model _____ Serial # _____

P/U Date _____ Final Meter Reading _____

Print Services Contact Information

1140 West Mission Road
San Marcos, CA 92069
Diane Cummins
dcummins@palomar.edu
(Fax) 760-761-3587
(Phone) 760-744-1150
Ext. 2754



Konica Minolta Business Solutions Contact Information

5959 Cornerstone Court West, Suite 200
San Diego, CA 92121
Tom Frincke
tfrincke@kmb.konicaminolta.us
(Fax) 858-642-9042
(Phone) 858-348-2243
Ext. 2243

The Department is responsible to work with the IS Department to set up the following:

- Dataline for network
- Dataline for fax (if needed)
- ATA for fax (if needed)

Konica Minolta Signature _____

Date: _____

Ordering Department Signature _____

Date: _____

Print Services Signature _____

Date: _____

Purchasing Signature _____

Date: _____