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## PROCUREMENT OF REPROGRAPHIC EQUIPMENT

### I. REFERENCES AND RELATED POLICIES

#### A. Systemwide Business & Finance Bulletin Manual (BFB)

BUS-53 Reprographic Guidelines

#### B. UCSD Policy and Procedure Manual (PPM)

552-4 Copier/Electronic Printer Services

### II. POLICY

Criteria have been established to assist UCSD central administration in assessing the validity of requests for the procurement of reprographic equipment. Reprographic equipment refers to laser printers, ion printers, electrostatic copiers and duplicators of all kinds, printing presses, composing and typesetting equipment, platemaking and photographic equipment, and collating and binding equipment.

No reprographic equipment is to be purchased or leased without prior approval and authorization by the Assistant Vice Chancellor-Business Services. This includes the purchase of such equipment from Groups II and III equipment funds contained in the major capital improvement program for any given year. (Under no conditions may Groups II and III equipment money be used for lease or rental of reprographic equipment.)

### III. PROCEDURE

To acquire copier/laser printer equipment, refer to PPM 552-4. To acquire other reprographic equipment, either through purchase, lease, or rental, submit a Purchase Requisition, Exhibit A, to the Assistant Vice Chancellor-Business Services with a memorandum attached covering the following criteria:

#### A. Requirements

1. State purpose or main use of equipment.
2. Specify the technical copying/printing requirements, e.g., the maximum number of copies/prints produced from an original, average number of copies/prints per original, quality of the reproduced copy, continuous copy, color, etc.
3. Estimate the volume of work, e.g., the average number of originals reproduced in a month.
4. Explain why the requestor cannot use existing University reprographics equipment located throughout the campus.
5. Specify whether documents to be processed contain restricted information.
6. Describe suggested machine location and security.

#### B. Funding

1. Was this a line item identified and approved in your operating budget request?

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Yes? \_\_\_\_\_ No? \_\_\_\_\_ Budget Year? \_\_\_\_\_

2. If not 19900 funds, specify the funding source as requested on the Purchase Requisition.

**C. Cost Analysis**

Using the format outlined on Exhibit B, furnish procurement cost (either purchase price, monthly cost or monthly rental rate), maintenance cost, operation cost, and preparation cost. Estimate total monthly cost and average cost per copy.

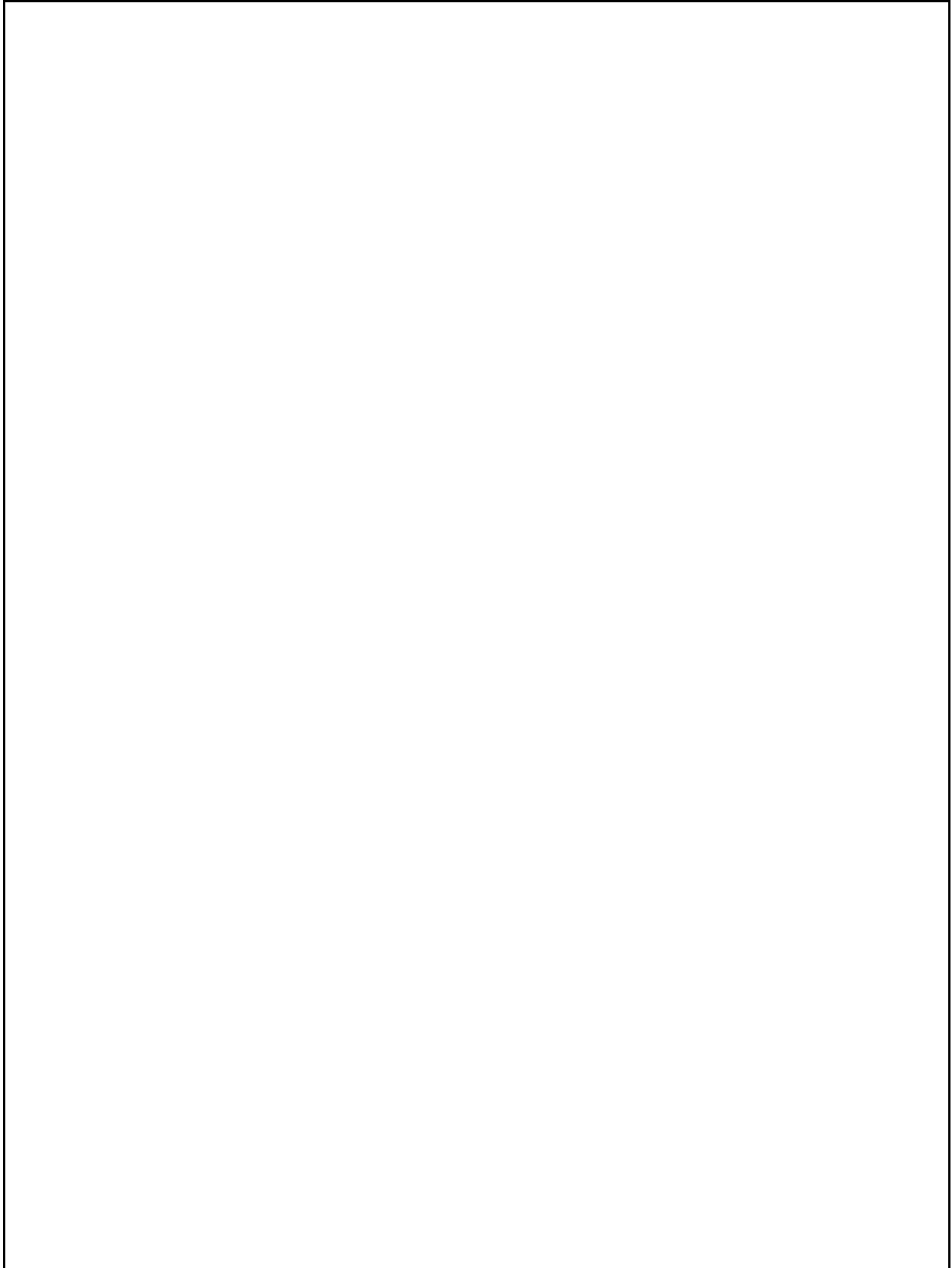
The Assistant Vice Chancellor-Business Services will review for approval, and if approved, will submit the Requisition to the Purchasing Division for processing.

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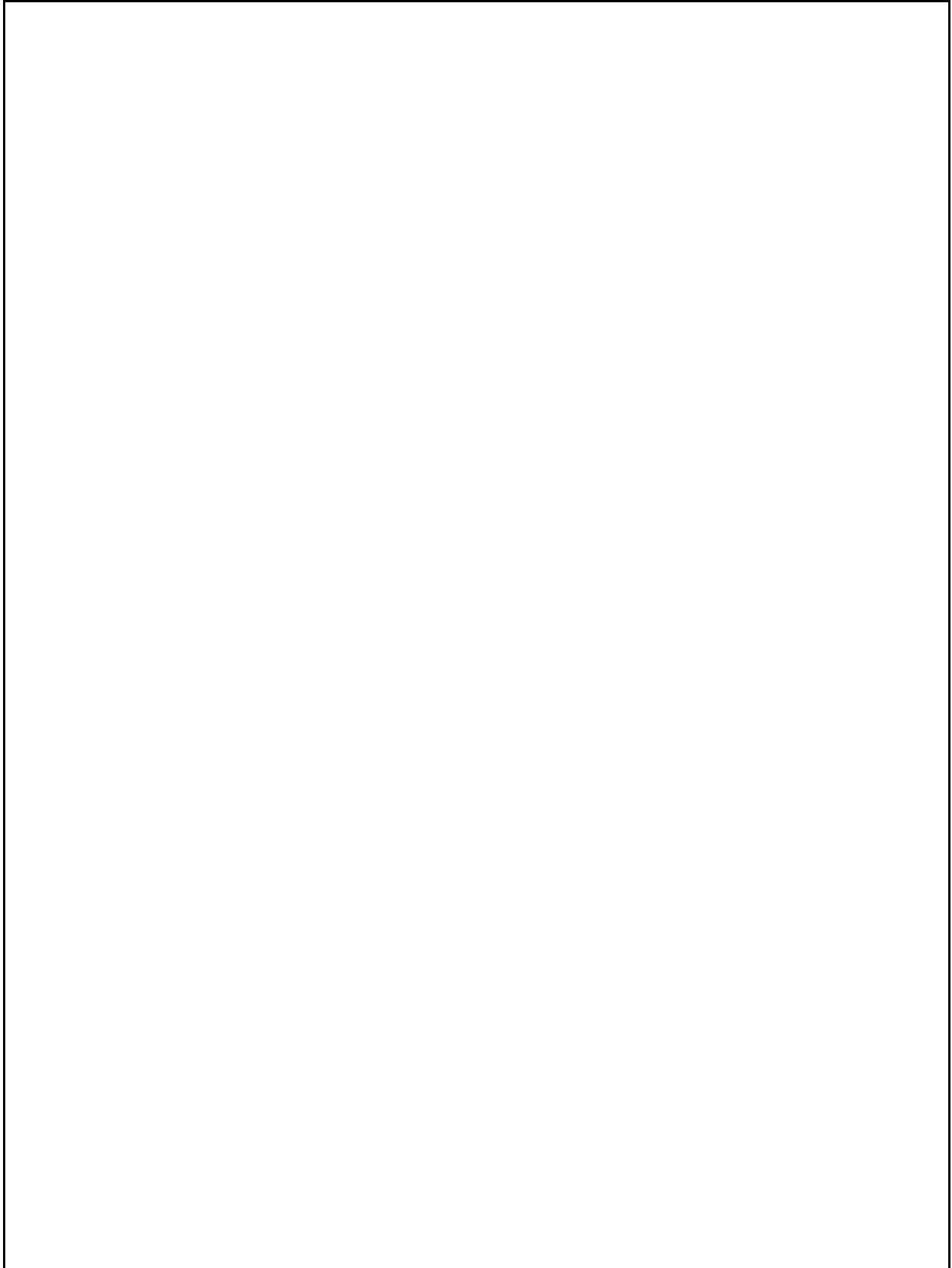
*Exhibit B*  
*(front)*

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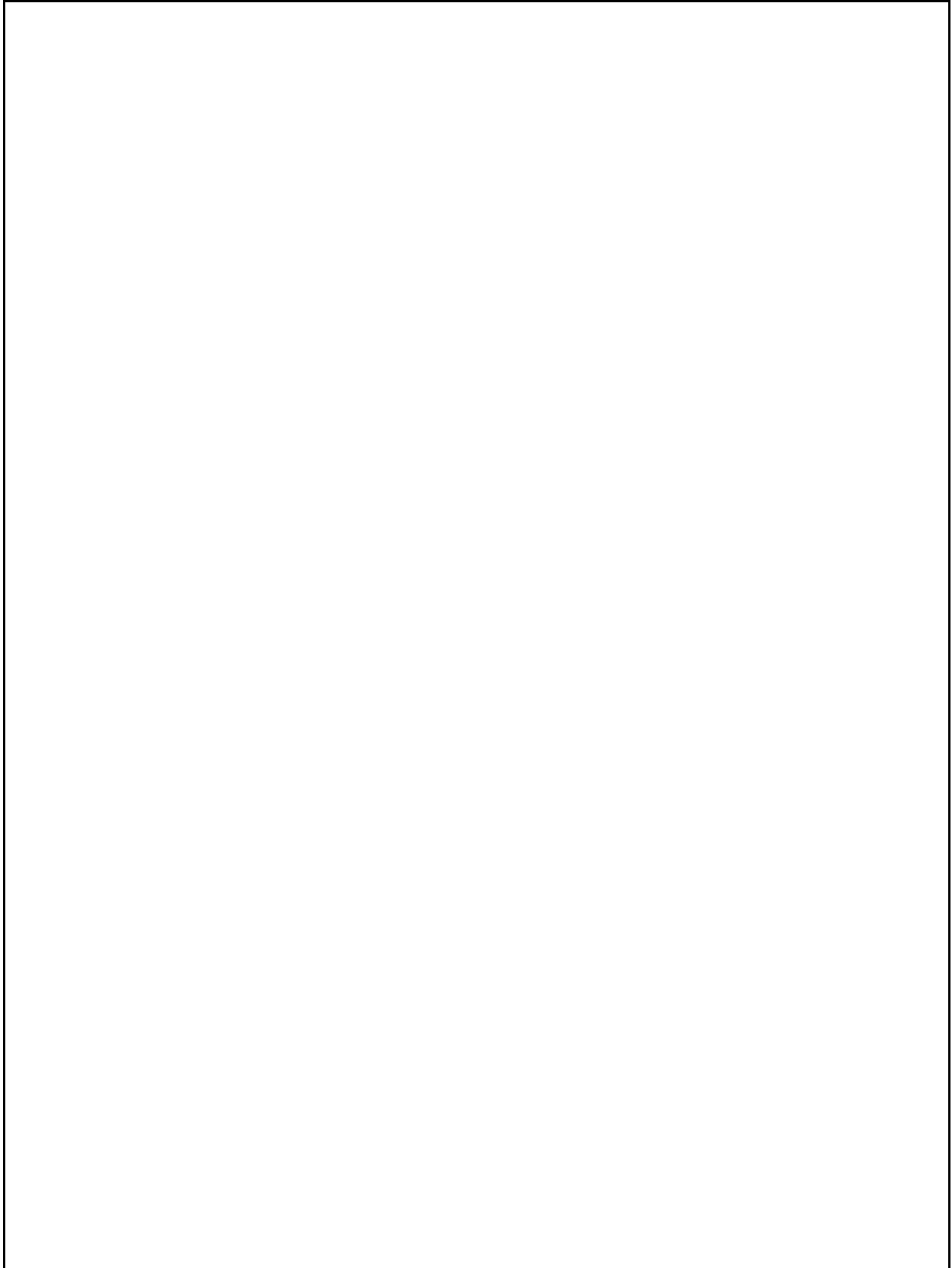
*Exhibit B*  
*(back)*

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