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PURCHASING Section: 523-12.2 Effective: 05/06/1986 Supersedes: 09/05/1975 Review Date: TBD

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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.
- 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.

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- 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?		
	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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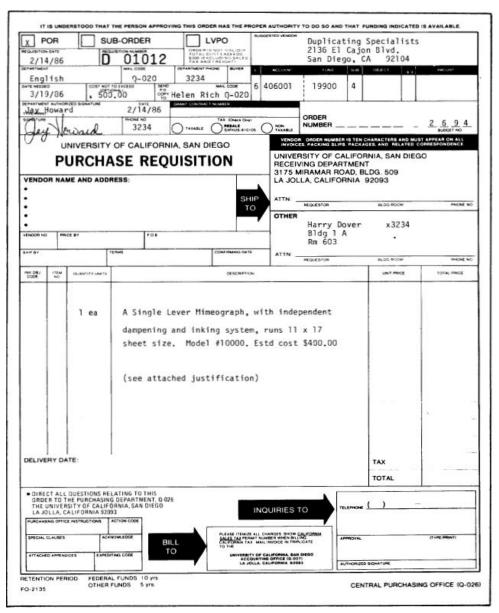
**PURCHASING** 

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## **EXHIBIT A**



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## **EXHIBIT B**

## COST ANALYSIS FOR REPROGRAPHIC EQUIPMENT

	COST ANALTSIS FO	OR REPROGRAPHIC	EQUIPMENT
1.	PROCUREMENT COST		
	Purchase Price-Monthly Cost		\$
	(See Footnote A)		
	or		
	Monthly Rental		
		SUB-TOTAL	\$
2.	MAINTENANCE COST		
	Monthly Maintenance		
	(See Footnote B)		
		SUB-TOTAL	\$
3.	OPERATION COST		
	Paper		<u></u>
	Toner/Ink		
	Duplicating Fluid		<u> </u>
	Stencil/Master		<u> </u>
	Film		
	Other Supplies		
	Operator (Labor including clean-up)		
		SUB-TOTAL	\$
4.	PREPARATION COST		
	Preparation of Master		
		SUB-TOTAL	\$
ESTIMATED TOTAL MONTHLY COST			\$
ESTIMATED COST PER COPY			\$
	Footnote C)		
MONT	THLY VOLUME		<u> </u>

# University of California San Diego Policy – PPM 523-12.2 EXHIBIT B PPM 523-12.2 EXHIBIT B Cost Analysis for Reprographic Equipment

## **FOOTNOTES**

- **A.** If equipment is to be purchased, to get monthly cost divide estimated total cost by 60 (5 year amortization period).
- **B.** If equipment is on a lease or rental basis, there probably would not be a monthly maintenance charge.
- **C.** To obtain the estimated per copy cost, divide the estimated total monthly cost by the estimated monthly total number of copies.
- **D.** Costs must be carried to 3 places.