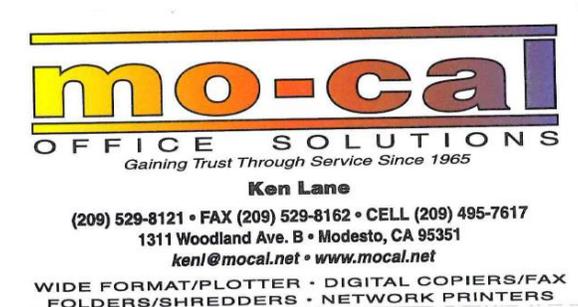


Copy Machine Process for New Leases

- Two months prior to the expiration of your current lease*, you should put in a Technology Help Desk request, to notify Technology that your lease will be expiring soon, and you will be providing information on the new machine you wish to lease.
- Contact Ken Lane at MoCal** and let him know you would like information on a new machine to lease.
 - **Make sure you get a machine that serves only what you need for small copy jobs, as large jobs (and small jobs, if at all possible) should go through Print & Copy Services.**



- The copy machine vendor will provide you with a quote detailing the model you agree upon, with all the specifications for that model.
 - Scan and save the quote to your computer.
- The quote will need to be added to your Technology Help Desk for the Director of IT/Print & Copy Services' approval.
 - On the website, go to Business Services > Information Technology > Technology Help Desk and enter your "Log In" Information

The image shows a screenshot of a web login form. The form has a title 'Log In' and two input fields: 'User Name' and 'Password'. Below the input fields is a 'Log In' button. There is a dotted line below the button, likely indicating a link to a password reset page.

*You should know what your lease expiration date is, and have a reminder on your calendar two months prior to the expiration date to remind you to start the process. Jennifer Rossi will also send a reminder email two months prior, but this is only a back-up and should not be used as your primary means of remembering to start the process.

**The majority of the machines in our district are leased by MoCal/US Bank; however, you can contact other vendors for quotes as well. You are not obligated to use MoCal.

Copy Machine Process for New Leases

- Click on the "History" button at the top of the page



- Choose the ticket number, from your listed options, for the help desk you have already put in on the new lease (in the example below, it would be #1231)

Ticket History

Ticket No. Status Contains

No.	Date	Updated	Status	Request Detail	Survey
1231	8/4/14	8/5/14	Work in Progress	Copier Lease Expiring: Our Lanier LD380 is expiring in September. Any recommendations as to a replac... P. Caudle: We have no recommendations. But...	Survey
1182	7/31/14	8/7/14	Open	Open Enrollment: 8 laptops, 3 printers. Alicia will need to remote into her desktop computer (at her... N. Showalter: Open enrollment needed 9 com...	
1026	7/28/14	7/31/14	Open	Showing Training Video: Fiscal Services Dept. Meeting in Conf. Rms. A & B on 8/21/14 @ 8:00 a.m. La...	

3 items Tickets Per Page

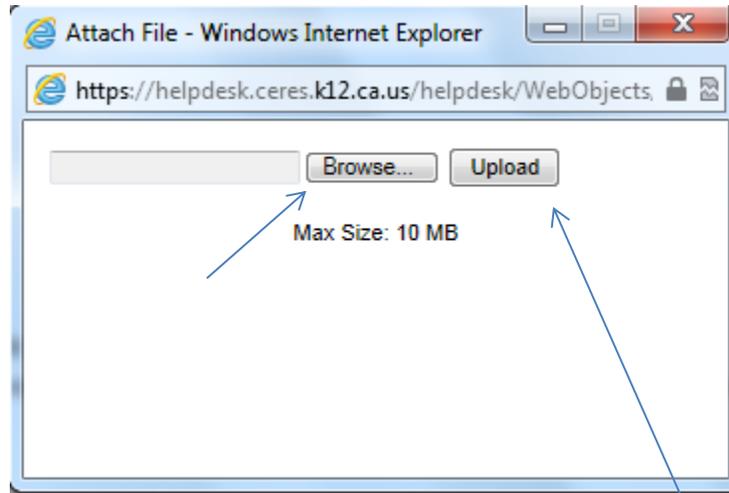
- Click on the "Add File" button, next to "Attachments"

Ticket 1231

Report Date 8/4/14 10:05 am
Status Work in Progress
Est. Due Date Never
Location CUSD
Room Fiscal Services
Department Business Services
Request Type Project Quote
Subject Copier Lease Expiring
Request Detail Our Lanier LD380 is expiring in Thanks, Jan :)
Tech Pat Caudle
Attachments

Copy Machine Process for New Leases

- Click on “Browse” and browse to the location where you saved the scanned quote from the copy machine vendor on your computer.



- Once you located the quote, and are back on the above screen, click “Upload”
- Once the file successfully uploads, click “Save” at the bottom of the page

Attachments [Add File](#)

[CERES UNIFIED MP7502SP.pdf](#) (67.8 KB, 8/7/14 4:30 pm)

Notes

Date	Name	Note Text
8/5/14 3:45 pm	Pat Caudle	We have no recommendations. But would like to evaluate the quotes that you get before agreeing to the contract. Thanks, Pat 2 days ago

#1356

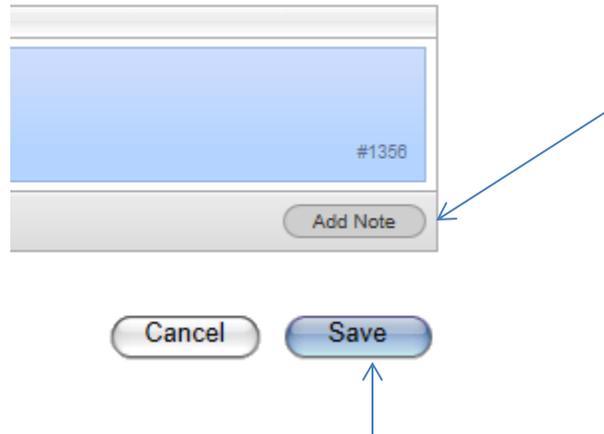
[Add Note](#)

[Cancel](#) [Save](#)

- You will need to go back in and check the “Notes” this ticket to see the response from the Director of IT/Print & Copy Services. They may need additional information, a new quote, give you approval for the machine you wish to lease, etc.
 - If a new quote is needed, please follow the steps above to upload the new quote page from Ken Lane.

Copy Machine Process for New Leases

- If more information is requested, respond with the information by clicking the “Add Note” button at the bottom of the screen



- Once the note is added, click “Save” at the bottom of the page
- If the machine you wish to lease has been approved, contact the copy machine vendor, and let them know you are ready to move forward and have received approval from the Director of IT/Print & Copy Services.
 - The copy machine vendor will bring the Lease Agreement to the District Office for signature.
 - Jennifer Rossi will scan the Lease Agreement to you, to make sure the Principal agrees with the terms of the Agreement.
 - If the Principal is in agreement, the Assistant Superintendent of Business Services will sign the Lease.
 - Jennifer Rossi will scan the signed lease agreement to the Office Manager.
 - The Office Manager should include a copy of the Lease Agreement and a printout of the help desk approval from the Director of IT/Print & Copy Services, as back-up with the submittal of their requisition to Accounting.
 - Jennifer Rossi will notify Ken Lane that the Lease Agreement has been signed and he will make arrangements to have your old machine removed and your new machine installed.
- When the copy machine vendor contacts you with a date to install, you will need to update the notes on your help desk. The Technology Department will then know to send out a tech to wipe the current machine of employee email information and to help set-up the network for your new machine.

Copy Machine Process for New Leases

- You will need to have the vendor print out the copy count from the current machine before they take it away. This copy count needs to go back to the Accounting Office via interoffice mail.
- You should also be given a Maintenance Agreement from the copy machine vendor. If you agree to the terms of the Maintenance Agreement, please include a copy of the Agreement, signed by the site principal or department administrator, and include it with your purchase order. The original Maintenance Agreement will need to be signed by the Assistant Superintendent of Business Services.