**Office Photocopy Equipment Services UPPS No. 05.03.20**

**Issue No. 7  
Effective Date: 05/02/2022**

**Next Review Date: 06/01/2025 (E3Y)**

**Sr. Reviewer: Director, Auxiliary Services**

**POLICY STATEMENT**

*Texas State University is committed to meeting the printing needs of university constituencies at lower costs while incorporating network security standards.*

**01. SCOPE**

01.01 This policy establishes procedures for university departments to procure office photocopy equipment services. Services include all maintenance, supplies, and repair excluding paper.

**02. PROCEDURES FOR OBTAINING OFFICE PHOTOCOPY EQUIPMENT SERVICES**

02.01 Auxiliary Services will provide all office photocopy equipment services used by university departments. Office photocopy equipment is defined as any machine, photocopy machine, or duplicator which reproduces originals. Mimeograph or spirit or fluid duplicators are not included.

02.02 Departments requesting machines should contact Auxiliary Services. Auxiliary Services will assist by reviewing the user department’s needs and budgets and will recommend the most suitable equipment available.

02.03 The user department will finalize the request, and Auxiliary Services will place the order. The order will include prices charged and equipment model. If the recommended equipment is not acceptable to the department, the department may request a review by Auxiliary Services.

02.04 To realize cost savings by “right sizing” office printers, copiers, and scanners, departments will be encouraged to consider contracting with  office photocopy equipment services to obtain multifunctional printer, copier, fax, or scan equipment. This equipment bills at a fixed rate. Departments will procure paper through a historically underutilized business (HUB) vendor, Print Shop Pro, CopyCats, or TSUS Marketplace.

**03. PROCEDURES FOR VENDORS PROVIDING OFFICE PHOTOCOPY EQUIPMENT SERVICES**

03.01 Typically, a vendor will provide office photocopy equipment services through a photocopy vending services contract. Contracts are available in Auxiliary Services. The equipment is classified into three general categories:

a. coin-operated copiers: basic equipment at approximately 20-25 copies per minute and a coin box;

b. convenience copiers: variety of equipment and accessories to provide fast turnaround in a medium price range; and

c. high volume copiers: mid-range speed equipment to provide a high volume of finished copies in a low-price range.

03.02 A source other than the one identified on a photocopy vending services contract may provide office photocopy equipment services on an exceptional basis. Exceptions are considered by reviewing the impact of the request on overall operations. Lower than contracted cost does not necessarily justify an exception. Auxiliary Services will review requests for exceptions and will forward a recommendation to the vice president for Finance and Support Services, who will make the final decision.

03.03 All new and existing office photocopy equipment services and other multifunction devices must meet established security requirements for protecting university information.

**04. PROCEDURE FOR PURCHASING AND INSTALLING EQUIPMENT**

04.01 The director of Auxiliary Services will solicit, through advertisement, bids from vendors to provide office photocopy equipment services and will assure that all conditions of the contract are met. This will include maintenance and service, as well as parameters for a refund bank located at Auxiliary Services. The director of Auxiliary Services will coordinate the installation of equipment in university departments as requested.

**05. REVIEWERS OF THIS UPPS**

05.01 Reviewers of this UPPS include the following:

Position Date

Director, Auxiliary Services June 1 E3Y

Chief Information Security Officer June 1 E3Y

Director, LBJ Student Center June 1 E3Y

**06. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director of Auxiliary Services; senior reviewer of this UPPS

Vice President for Finance and Support Services

President