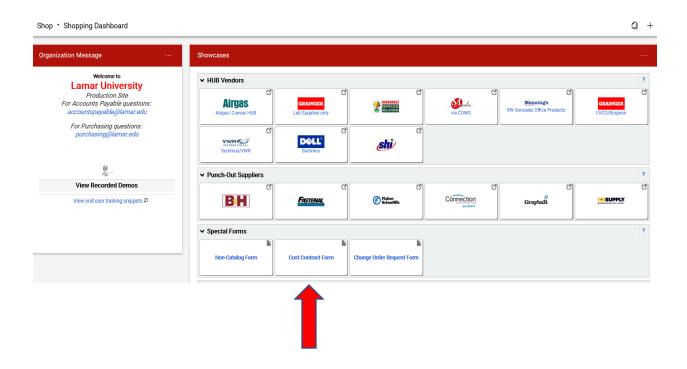
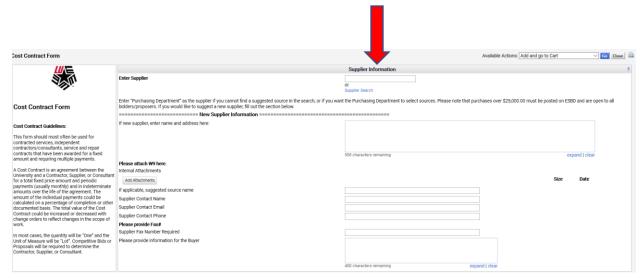


Copier Maintenance Requisitions

1. From the Shopping Dashboard of Cardinal Purch, choose the **Cost Contract** form in the Special Forms section.



2. Insert the **Supplier Name** and select.



- 3. Complete the Product/Services Description
 - A. Include the following information for the Contract Base Rate Line:
 - Make/Model
 - Equipment ID Number
 - Serial Number
 - · Note if the charges are Annually, Quarterly or Monthly
 - Note the cost
 - B. Include the following information for Estimated Overages on a separate line:
 - Cost for B/W copies
 - Cost for Color copies

