Campus Process to ORDER a New Copier from Lewan | Xerox

Accounts Payable: accountspayable@msudenver.edu 303-615-0039

Lewan Xerox / Mike Cusinato: Mike.Cusinato@xerox.com Office: 303.968.2261 | Cell:303.547.8790

Lewan Xerox Order Platform: MSU Denver | Lewan Xerox Store

1. If you have a Ricoh Copier with an expired contract, you must move to our new Mandatory Award Copier Vendor: Lewan & Associates Inc. If your original lease has expired, do not renew your lease with Ricoh. If, however, your Ricoh copier contract still has time left on it, you must complete your contract before moving to Lewan & Associates.

2. To return your old Ricoh machine, please follow the instructions provided on the Office of the Controller website, under Accounts Payable, Corporate Card & Travel/Downloadable Forms: "Copier – Ricoh Return/End of Contract". It is important that you include Accounts Payable in the return process, so we can make sure you have a smooth transition.

3. You may review/order a new machine from Lewan & Associates/ Xerox at: MSU Denver | Lewan Xerox Store. Please reach out to Mike Cusinato if you need assistance.

4. **A Purchase Order is required for a copier** because it is a leased asset. A Copier Lease Purchase Requisition form is available for your department's use. All new copier leases should be submitted on this form. The blank form may be found at the Office of the Controller website under Downloadable Forms: "Copier Lease PR Form".

Please note: *If you purchase a copier, you do not need the Copier Lease PR form - this PR is only for copier leases. Please contact Lewan Technology for a purchase price and pay via Corporate Card if you are purchasing a new machine. All machines purchased from the Lewan Xerox Store at the link above are pre-approved by ITS. If you buy elsewhere you must have ITS approval. If the purchase price* ***exceeds*** *$10,000,* ***PRIOR TO PURCHASE*** *you must submit a completed, standard PR Form to obtain a purchase order.*

5. Prepare the Purchase Requisition (PR), using the quote you obtain from the Lewan Xerox Store. Attach a copy of the quote to the PR. DO NOT include the Cost per Copy fees in the **total PR amount**. Only include lease/rent payments. Please add the cost per copy fees in the body of the PR, as this is part of the contract.

6. Submit your PR, with quote and FOAPAL approval, to accountspayable@msudenver.edu for processing. Email subject Line should state: PR# *(add PR number here)*, Lewan - Copier Lease.

7. **REQUIRED** - FINAL STEP: You must submit a TeamDynamix ticket by clicking **HERE**. This is a required step to ensure there are no delays for the set-up of your new machine after delivery.

NOTE ON BILLING

Monthly Rent: The Lewan Associates monthly rental will be paid by Accounts Payable, on a campus-wide monthly bill. The rental payments will be transferred to your FOAPAL shortly after payment, and your encumbrance will be reduced.

Cost per Copy (CPC): The copy costs and maintenance fees will also be paid to Lewan & Associates each month by Accounts Payable, on a campus-wide monthly bill. The CPC expenses will be transferred to your FOAPAL shortly after payment of the bill. This payment will not reduce your encumbrance (intended for monthly rent only).

It is up to each department to track and audit their own CPC expenses. If a department determines they have been charged excessively, it is up to the department to reach out to Lewan & Associates to dispute the monthly charge. These charges should be reviewed every month.

Please feel free to reach out to Accounts Payable if you have any questions or if you need assistance.

Thank you,

Office of the Controller

MSU Denver