A separate requisition for each Xerox machine in the department needs to be done.

Please remember when you enter a Xerox requisition to reference the following information:

- The Xerox Model and Serial Number
- The Xerox Work Order Number (WU) for each respective machine
- The dates of service that the new PO covers
- Contract Identifier: University Contract: UD10-SC-0006
- The account code: (should be 767550 – Lease /Rental of Print or Copy Equipment)
- The Commodity – Lease/Rental Equipment
- Attach a copy of the Xerox Services and Solutions Order Agreement to the External Notes part of the purchasing requisition

**Be sure to check your Services and Solutions Order Agreement when filling in the pricing amount for each of the following lines.**

- **Line # 1** Net monthly base charge for the lease of Xerox (Model), Serial (number), WU (number), QTY: X months priced at $_____ per month. This covers the date’s XXXXXXX to XXXXXXX.

- **Line # 2** Overages black and white billed monthly at $0.XXXX per copy. This covers the dates XXXXX to XXXXXX. QTY: XXXXXXX

**If your Xerox machine makes color copies, please add Line # 3**

- **Line # 3** Overages color LVL2 billed monthly at $0.XXXX per copy. This covers the dates XXXXX to XXXXXXX. QTY: XXXXXXX

**If your Xerox machine makes Color Level 3 copies, please add Line # 4**

- **Line # 4** Overages color LVL3 billed at $0.XXXX per copy. This covers the dates XXXXXXX to XXXXX. QTY: XXXXXXXXXX