PHOTOCOPIER ACQUISITION ANALYSIS FORM
A COPY OF THIS FORM SHOULD BE COMPLETED WHEN ANALYZING COPIER ACQUISITION DECISIONS

Department: _________________________________________________________

Address: ___________________________________________________________

Contact: ____________________________________________________________

Phone Number: ______________________________________________________

Indicate brand and model of equipment (list accessories desired if not included in basic machine).

____________________________________________________________________

____________________________________________________________________

Photocopiers should meet campus guidelines of .05 cents per copy without network accessories or .10 cents per copy with network accessories. This includes equipment, maintenance, and supplies. Networking accessories include photocopiers (not printers) that are connected electronically with computers or mainframes.

COPIER ACQUISITION COST FORMULA PER COPY

COST PER COPY

EQUIPMENT (Check one): without network accessories __ with network accessories __

FILL OUT (A) FOR OUTRIGHT PURCHASE OR (B) FOR RENTAL:

(A) Equipment outright purchase price including accessories $__________

    divided by 60 months divided by monthly volume _____________

    = $___________(A)/per copy

    OR

(B) Rental cost, including monthly machine cost, accessory costs, and any additional

    monthly copy costs $__________ divided by monthly volume___________

    = $___________(B)/per copy

MAINTENANCE (if not included in base cost):

Monthly maintenance cost $__________ divided by monthly volume___________ = $___________/per copy
(Does not apply to (B) above if maintenance is already included in the rental cost).

SUPPLIES** (List any supplies not included in above costs):
Photocopier Acquisitions Policy VII-B-5  
Attachment I

Toner cost $_________________ divided by yield ______________ = $__________/per copy

Developer cost $____________ divided by yield ______________ = $__________/per copy

Fuser Oil cost $____________ divided by yield ______________ = $__________/per copy

Paper cost $___________ per ream divided by 500 = $__________/per copy

Additional supply items not included above:

________________________________________________________

= $__________/per copy

________________________________________________________

= $__________/per copy

TOTAL COST PER COPY = $__________/per copy

** You will want to consider additional supply items if they are not provided under maintenance contract. Please contact the photocopier buyer in the Purchasing Division if you need help in obtaining supply information. NOTE: To determine lease–purchase cost per copy analysis, please contact the photocopier buyer in the Purchasing Division.