

Copier Renewals



The fiscal year is coming to a close and it is time to renew your copier. Each department should prepare a requisition and forward to the Purchasing Department.

In the past, most departments were not required to prepare the requisitions. With the changes that occurred last year in the copier program, each department that has a copier must prepare a requisition to ensure continued service.

As soon as Purchasing receives the requisition and the new fiscal year opens, the new purchase order will be issued and the department will receive a copy.

