The Photocopier Lease Agreement is used when setting up a Lease with a vendor that is NOT on a State contract. Prior to submitting the below listed documentation, the Photocopier Acquisition Form must be sent to Printing & Mailing Services for approval.

1. **Submission.** Submit the completed Photocopier Lease Agreement, Photocopier Equipment Schedule, approved Photocopier Acquisition Form, Contract Intake Sheet and Vendor Quote to contract@uoregon.edu. If sending hard copies through campus mail, send them to: Purchasing and Contracting Services, Attn: Photocopier Leases. Electronic submittal is preferred. The Contract Intake Sheet must always be sent electronically regardless of whether all other documents are otherwise sent through campus mail.

2. **Processing.** PCS will review the Photocopier Lease Agreement and accompanying documentation and will communicate any questions, revisions or concerns to the named department contact. If negotiations are required with the vendor, PCS is available to discuss the changes with the Contractor or the department may maintain exclusive contact with the Contractor at its discretion.

3. **Signatures.** Once approved by PCS, the approved Photocopier Lease Agreement will be emailed to the department with instructions that the department obtain the Contractor's signature. After all required signatures are obtained, PCS will sign the agreement. A final fully executed and electronic copy of the agreement will be returned to the department via email with instructions that the department forward a copy of the fully executed agreement to Contractor (PCS can send a copy of the fully executed agreement to Contractor if the department wishes). If Contractor wishes to receive hard original copies of the agreement with blue ink signatures, PCS will be happy to oblige.

4. **Form Completion**

   4.1 **Form Field Completion.** For each highlighted form field, fill out all details according to the instructions.

   4.2 **Company (Lessor).** This is the Vendor’s legal name and address as can be verified on the Secretary of State website.

   4.3 **Delivery Acceptance, & Damage.** This field is to be filled with the information provided by the vendor if applicable. If the default of $250.00 is acceptable, then this field may be left blank.

   4.4 **Attachment A.** Please fill out Attachment A as indicated.