Copier Request Form

Please Email this completed form to ITPurchasing@georgiasouthern.edu.

Dept Name: ______________________________ Contact: ______________________________

Preferred method of procurement? ( ) Purchase ( ) Lease

Are you adding a machine or replacing a currently owned (not leased) machine?
( ) Add ( ) Replace

Replacement Machine Information:
Brand & model __________________ Serial number __________________
Decal number __________________ Meter reading __________________
Operational? ( ) Yes ( ) No ( ) Needs repair

What form of printing do you require: ( ) Black & White? ( ) Color?
What is your approximate monthly copy usage? ____________ Copies per month

What copying speed do you require? __________ Copies per minute

What accessories are needed?
( ) Duplex ( ) Stapler ( ) Fax ( ) Add’l paper drawer(s) ( ) Sorter
( ) Scanner ( ) Auto Document Feeder ( ) Hole punch ( ) Saddle-stitching
( ) Other ______________________________

Disclaimer: If requesting fax option you will need a phone line close to the location of the unit.

Do you have any space restrictions? ( ) No ( ) Yes (not to exceed _____” x ____”)

Is an electrical outlet available with the appropriate power supply? ( ) Yes ( ) No
(Most machines require only 120V; some high-end machines will require 220V)

Will machine be networked? ( ) No ( ) Yes (If yes then you must have a network connection close to the unit.)

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