

**SECTION:** Business Affairs/Purchasing  
**SUBJECT:** Request for Maintenance on Equipment

**ISSUED BY:** Office of Business Affairs  
**REPLACES:**  
**APPROVED BY:** Vice President for Business Affairs and Treasurer  
**EFFECTIVE DATE:** July 1996

Request for maintenance on equipment

Requests for repairs of equipment under service contract such as typewriters and photocopy machines are handled on a "as need" basis by calling the Office of Business Affairs, extension 2151. A Purchase Requisition is not required. Service for office machines and equipment not on a service contract is accomplished by completing a Purchase Requisition as described in policies 300.7.3 through 300.7.3.2. In the event that the vendor cannot prepare an exact quote prior to the repair due to the nature of expected repair, an estimated repair cost is sufficient for the Purchase Requisition. When other equipment such as office furnishings is in need of maintenance, the problem should be reported to the Physical Plant. Departments with regular equipment repair needs may have specific authorization from the Vice President for Business Affairs and Treasurer to deviate from the standard policy. Specifically, Broadcast Communication Department and Information Services are authorized to repair equipment without obtaining prior approval by purchase order, so long as the repair costs does not exceed \$1,000.