

**SECTION: Business Affairs/Purchasing**  
**SUBJECT: Purchase of Office Machine Repair and Service/Maintenance Agreements**

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

Purchase of office machine repair and service/maintenance agreements

Certain types of equipment are covered by service contracts in order to assure continuing efficient operation. Such general use equipment as computers, printers, electric typewriters and photocopiers fall into this category. Service contracts for various classes of equipment are negotiated and administered as follows:

Office and general	-----	Purchasing Manager
Computer printer, telecommunications	-----	Director of Information Services
Physical Plant	-----	Director of Physical Plant

The Vice President for Business Affairs has final approval of all services and maintenance contracts. The cost of service contracts is carried in departmental budgets