

Office Equipment Maintenance Request Form

Business Services – Purchasing

Phone: 243-2210 Fax: 243-2529

Use this form to start, renew, or cancel office equipment service/ maintenance contracts. Typically, vendors send renewal information to departments indicating the terms for renewing the maintenance contract. Do not sign vendor's maintenance agreements. Send those documents with this form to Business – Purchasing, Attention: Office Equipment Maintenance.

NOTE: To start a new maintenance agreement, the requesting department should include a copy of the original invoice of the purchase of the equipment, except for lease equipment. To cancel a maintenance contract please state in the additional information section below the reason for the cancellation and the effective date of the cancellation. When starting or canceling a contract please send this information as soon as possible. All renewals, including lease equipment, must have this form filled out and sent to Purchasing for the new fiscal year by May 15.

Circle one only:	NEW CANCELLATION RENEWAL
Type of Equipment (including Brand and Model):	
Serial Number	
Provide Meter read and the date meter was taken.	
Provide the name and phone # of the person responsible for submitting monthly meter reads to Business Services – Accounts Payable.	
Location of Equipment (Bldg and Room Number)	
Vendor who provides your Maintenance Service	

Additional Information (Current Terms/ pricing of agreement, if known – Dept will be contacted for approval if pricing changes for new fiscal year; etc.):

Department:		Index Code:	
Phone:		Account Code:	62750
Name:		Signature:	
Date:		Email Address:	