

Directions

Please complete this form entirely and return it to Procurement Services. If you have any questions, please contact Robin Eckel, University of Michigan Contract Administrator, at 734-763-9887 or email her at robincc@umich.edu. The completed form can be sent electronically to robincc@umich.edu or faxed to Robin at 734-615-6235. If you have not received confirmation that we have received your order within 48 hours, please contact Robin Eckel.

Authorization Information

Today's Date _____
Authorized Person _____ Email Address _____
Department _____
Phone w/area code _____ Fax number _____

What is the model number of your Konica Minolta copier: _____
What is the serial number of your Konica Minolta copier: _____
What is the ID number of your Konica Minolta copier: _____

Please read this statement: Options are purchased with your P-Card. Options are not returnable and will stay with the copier when it is returned to Konica Minolta. No credit will be given. You will be purchasing this option directly from the vendor Konica Minolta. They will contact you directly for your P-Card number.

What option(s) would you like to purchase: _____

Price quote by Konica Minolta: _____

Contact and Delivery Information

Contact Person _____ Email Address _____
Room Number & Building _____ Campus Zip _____
Street Address _____ City _____ Zip _____
Phone w/area code _____ Fax _____

Stipulations of this agreement: Copiers will be prepared and installed by Konica Minolta personnel only. Copiers will be moved by Konica Minolta personnel only. Meter readings are required on a monthly basis.

Signature

Authorized Person _____ Date _____
Signature is required