SYRACUSE UNIVERSITY

Copier Information Sheet

This information will help determine the best solution for your copying/printing needs.

Please note: Many of the options available on multifunction machines need to be supported by the IT Department for your area. It is important to consult with your IT representative to help you choose the machine with features that will properly meet your needs and also be fully supported when it arrives.

Department: _______________________________________________________________________________

Location: __________________________________________________________________________________

Contact Person: _____________________________________________________________________________

Phone: ____________________ Fax: _____________________ E-mail: ___________________________

Current Copier: ____________________________ Current Monthly Volume: _______________________

Current Features: ___________________________________________________________________________

Anticipated Monthly Volume: Black/white: _____________________ Color: _______________________

Machine Features: ☐ Document Feeder ☐ Faxing Capabilities ☐ Network Printing ☐ Scanning ☐ Local Printing ☐ Color

Paper Sizes: ☐ 11 x 17 (ledger) ☐ 8.5 x 14 (legal) ☐ 8.5 x 11 (letter) ☐ Other _______________________

Other Paper Options: ☐ Additional Paper Tray ☐ Heavy Paper ☐ Large Capacity Paper Tray ☐ Transparencies

Desired Speed (copies per minute): ☐ 15-25 ☐ 25-35 ☐ 35-45 ☐ 45-55 ☐ 55-65 ☐ 65+

Finishing Needs: ☐ Stapler ☐ 3 Hold Punch ☐ Booklet Maker ☐ Other _____________________________

Are there any size and/or power restrictions? ______________________________________________________

Other Needs: _______________________________________________________________________________

__________________________________________________________________________________________

IT Dept review completed by: ________________________________ Phone: _________ Date: __________

Direct Questions to: Barbara Drought Program Administrator Phone: x5267
bjdrough@syr.edu

Please return Completed Form to: Copier Program, c/o WPBDC
Hawkins Building
Fax: 5162
lease@syr.edu

Thank you, and we look forward to helping you and your department meet your printing and copying needs.

*Please refer the following account codes when completing your purchase requisition:
562011—Copier <= $5,000 562128—Copier > $5000