

COPIERS

SIUC currently has a Prime Vendor lease contract for all copiers with Stiles Office Solutions in Carbondale. For information on these copiers, refer to [Stiles Office Solutions](#) web site.

Responsible Party	Action
Department	<p>Contact Stiles Representative - John Vaughn at 529-4950 for an appointment to discuss current usage and needs.</p> <p>View Monthly Cost Comparison Worksheet.</p>
Stiles Office Solutions	<p>During the appointment, the necessary account information and Fiscal Officer signatures are obtained and will be forwarded to Accounts Payable.</p>
Accounts Payable	<p>Implements a recurring invoice using the account number provided by the Department. The base monthly copier fee will be charged to this account. The overage charge, if applicable, is determined each quarter.</p> <p>This allows the department to increase copies during peak months and still maintain their monthly average.</p> <p>NOTE: Invoice Distribution Form is not required. Fiscal Officer will receive a copy of the Invoice.</p>
Stiles Office Solutions	<p>Will obtain and report the quarterly overage use to Accounts Payable and the appropriate account will be billed.</p>
Department	<p>May split payments between more than one account for the base fee and the overage charge providing this is determined at the initial implementation of the account.</p> <p>Prior to the beginning of each Fiscal Year, Departments will be given the opportunity to make changes to the account(s) they wish to be charged.</p> <p>NOTE: Any changes regarding Fiscal Officer or account number(s) require a new signed contract.</p>

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