

NEW PROCESS FOR COPIER AND MULTI-FUNCTIONAL DEVICE LEASES AND PAYMENT PROCESSING

In our on-going effort to streamline processes and increase efficiency and reporting capabilities, Procurement and Payment Services is introducing a new procedure and payment process for the management of copier and multi-functional device leases and payments through our contractual partners at Konica-Minolta and Canon.

You will continue to work directly with our vendor campus representatives (information below) to select the machine best suited for your department's needs and obtain the lease documentation. However, effective immediately all new lease documentation will be submitted to Procurement through the following email: copiers@uta.edu.

Once submitted, the lease documents will be routed for the appropriate signature and returned to the department with a copy also going to the applicable vendor representative.

If you would like to be set up for autopay using your ProCard, both vendors now offer this option and it is encouraged. In addition, as part of the auto-pay service, both vendors offer a user portal where you can monitor device use in real-time. Please contact the vendor representatives for more information on the features available from each.

You may also continue to make payments using a non-PO voucher. To make the posting of payments easier and more efficient for Konica copiers, the non-PO vouchers for lease and maintenance payments will be separated between two UTShare Supplier ID's.

Konica Lease Payments:

UTShare Supplier ID: 0000101980 – CIT BANK, NA dba Konica Minolta

Account Code 64033 – Rental of Copy Machine

Konica Maintenance/Usage Payments

UTShare Supplier ID: 0000025380 – Konica Minolta Business Solutions USA

UTShare Account Code 63811 – Maintenance and Repair of Equipment

There will not be any changes made to Canon payment processing.

If you have any questions regarding this new leasing procedure, you may contact Nancy Czarowitz with the Strategic Sourcing group at 817-272-7146 or czarowitz@uta.edu.

If you have any questions regarding this new payment process, you may contact Office of Disbursements at 817-272-2194 or accounts_payable@uta.edu.

If you have questions regarding your current devices or service, you may contact the vendor representatives directly at:

Konica-Minolta

Canon

Mark Waggener

Kevin Morrow

817-770-8084

214-766-6549

mwaggener@kmb.konicaminolta.us

kmorrow@csa.canon.com