**Maintenance Contracts**

Revised: 5/29/2013

End User

Consider prior to entering PR:
- Equipment reliable?
- Better to buy new equipment vs. maint. on old?

Renewal?

Can cost be reduced?
- Change service time
- Returning vs. onsite repair

Reliable/New?

End

Copy previous PR (use prior year cost/usage)

Reference & forward any quotes

Include model & serial # of equip.

Delivery requested date on PR is Last day of FY & use appropriate G/L numbers

Material group: SVC OTHER PROF SVC OFFICE EQUIP SVC OTHER EQUIP

Include est. cost/use

End

End User

PO Type?

Purchase Order (POC) *Used for State and COSTARS contracts

Software Hdwe support

Invoice paid

Service Purchase Outline Agreement (SPOA) *Multi-year contract opportunity based on $’s

Copiers [invoice qrtly] Rugs Piano tuning Radios

Issue PO

Invoice paid

Procurement

Service Purchase Contract (SPC)

Fire Alarms Trash Elevators Heat plant start-up

If > bid threshold=>bid

Invoice paid

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