

ITS SIUE / WATTS COPIER ORDER

Southern Illinois University Edwardsville

Campus Box1068 or email to its_leasing@lists.siu.edu.

Segment: _____

Model: _____

Existing Equipment ID: _____

Office Use Only:

New ID: _____

MAC Address: _____

Quarterly Cost:

Copier: _____

Data Jack +

New

Move

Per click in range black and white

Per click in range color

Per click over range black and white

Per click over range color

Add-on:

Keep Fax (\$35 quarterly)

Remove Fax

Add Fax (\$35 quarterly)

Fax Number: _____

(submit SIUE ITS Network & Infrastructure Management Service Req Form)

Building Location: _____

Room Number: _____

Budget Purpose Name: _____

Budget Purpose Number: _____

Fiscal Officer: _____

Department Contact: _____ e-ID: _____

Department Contact Number: _____ e-ID: _____

NOTE: The Watts contract expires July 2026. Departments may change segments or remove copiers at any time during the contract. The quarterly base charge includes a network jack. The total cost is determined by the quarterly base plus the per click in volume charge. Volume charges are billed quarterly.

Fiscal Officer Signature: _____ Date: _____

I certify that there is an unobligated balance in the Budget Purpose indicated for the transaction or copier equipment.

Additional Information: