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# Leased to Purchased Transition for Meetinghouse Copiers

## United States and Canada

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- **Purpose:** To transition meetinghouse copiers from a unit-funded lease or locally owned program to a standard furnishing Physical Facilities purchased program.
- **Time frame:** Starting in 2005 and implementing over a three-year period with completion by the beginning of 2008.
- **New building projects:** Copiers are now part of the meetinghouse buildings standard plan and are included as a standard furnishing, which is funded as part of the construction project budget. These copiers will be entered into FMAT for tracking and replacement.
- **Headquarters-leased copiers during transition:**
  - Stakes should continue to utilize their leased copiers until they are replaced by Church Headquarters Copier Administration.
  - Stakes will continue to be billed monthly for leased copiers.
  - Facilities managers will continue to read and report annual meter readings.
  - Stakes will continue to pay for annual copy overages for leased copiers.
  - *Reminder:* All service and supplies (except paper) are covered under the lease program.
- **Locally owned copiers during transition:**
  - Stakes should continue to utilize and maintain their locally owned copiers until they are replaced by Church Headquarters Copier Administration.
- **Broken and unrepairable copiers during transition:**
  - Stakes should contact copier vendors for repair of any leased copier.
  - Stakes should contact Church Headquarters Copier Administration for interim replacement of broken and unrepairable locally owned copiers or copiers with expired headquarters leases.
- **Each stake will be contacted individually by Church Headquarters Copier Administration.**
  - Stakes will be provided with a list of known headquarters leased copiers. They will be asked to verify listed copiers and to identify all copiers in their meetinghouse libraries and stake office. They will be asked to report the location, make, age, ownership status (leased or owned), and any service agreements.
- **Replacement of authorized headquarters leased copiers will begin in 2005.**
  - Church Headquarters Copier Administration will contact each participating stake individually.
  - The oldest copiers with expired leases will be replaced first.
  - Any copier with a lease expiring after December 31, 2007 will be purchased and will remain in place with a service warranty for the remainder of its depreciable life.
- **Replacement of authorized locally owned copiers will begin in 2007.**
  - Church Headquarters Copier Administration will contact each stake individually.
    - Locally owned copiers, five years old or older, will be replaced.
    - Any copier less than five years old will remain in place with a service warranty for the remainder of its depreciable life.
- **All new copiers will be purchased with a service warranty.**
- **All authorized copiers will be entered into FMAT for tracking and replacement.**