

Local Unit Copier Purchase Program Replacement Request

FOR BROKEN AND UNREPAIRABLE EQUIPMENT ONLY

This form is to be used to request replacement of a copier that is broken and unrepairable. If your equipment is still working, wait to be contacted by Copier Administration at Church Headquarters when it is time to replace your equipment.

Fax to: Copier Administration at 1-801-240-3853

or e-mail: RE-HQ-UNITCOPY@ldschurch.org

or mail to: Copier Administration 101LL, 50 E North Temple Street, Salt Lake City UT 84150-5231

- This program only applies to replacement copiers for the meetinghouse library and multifunction devices for stake offices. We cannot purchase copiers or multifunction devices for bishop's or branch president's offices, Family History Centers, LDS Family Services, FM Groups, Missions, Temples, or other such entities. Copiers for bishop's or branch president's offices are not currently authorized and copiers or multifunction devices for the other functions should be requested through their Headquarters reporting/functional channel.
- Copiers for new meetinghouses should be requested through the Church Purchasing Division.
- Copier Administration will select the copier model to be purchased based on the information provided on this form. In most cases, the replacement will be selected from the same vendor as your current equipment unless you identify significant reasons for changing vendors on this form.
- Current policy authorizes one copier per building (library/material center) and one copier or multifunction device per stake office.

Organization Approval

Stake or district name	Name of signer (please print)	Stake or district unit number
Signature	Title of signer	Date

Order Information

Install new equipment at (meetinghouse address)	City, state or province, Zip or postal code		
Delivery address — No business addresses or P. O. boxes (NOTE: Some models can only be delivered to a home)			
City, state or province, Zip or postal code	Delivery contact (name)		
Daytime phone (with area code)	Evening phone (with area code)	Cell phone (with area code)	Best time to call

Current Equipment Information

What copier is being replaced? Brand _____ Model _____ Serial number _____

Why does the copier need to be replaced immediately? Explain: _____

Is the copier part of the HQ lease program? Yes No

If the copier is not part of the HQ lease program, is the copier owned by the unit? Yes No Is it donated? Yes No Other _____

If this is a locally owned or donated copier, what is the average number of copies made on it? _____ per month

Do you wish to change from the current copier brand? Yes No If yes, explain why: _____

Where is the copier located? Stake office Meetinghouse library Other (explain) _____

How many copiers are located in this building? _____ If more than one copier is in a ward building or two in a stake building, what brand or models are they?

Where are they located? _____

Current Equipment Removal Information

Remove equipment at (meetinghouse address)	City, state or province, Zip or postal code	Model to be removed		
Name of person to contact about removal	Daytime phone (with area code)	Evening phone (with area code)	Best time to call	Serial number

Comments _____

Copier Administration Use Only

Purchase approved? Yes No If yes, PR number _____ PR date _____

If no, the reason the purchase was not approved _____ If no, the unit was informed on (date) _____

Photocopy this form locally