July 12, 2005

Re: Copiers & Faxes

To all Departmental Administrators;

The Contracts and Procurement Department is in the process of inventorying all of Downstate Medical Center's copy and fax machines that are owned, leased or rented.

Attached, please find a short questionnaire for copiers and faxes. We are asking that you complete an individual form for each piece of equipment in your area.

It is imperative that all departments reply to this request so that the Contracts and Procurement Department may adequately meet the needs of the entire Downstate community. If you fail to respond, your equipment may be omitted from the updated technology and pricing.

Please return all information via email to Linda Hill (Linda.Hill@Downstate.edu) by August 1, 2005. If you have any questions, please contact Linda Hill at extension 1453. Thank you in advance for your cooperation.

cc:  Chairmen
     Deans
     Vice Presidents
July 12, 2005

Re: Copiers & Faxes

The Contracts & Procurement Department is in the process of inventorying all of the Medical Center's copiers and faxes that are owned, leased or rented. Please complete one form for each copier and fax machine in your area.

Type of Equipment ____________________ Model Number ____________________

Make/ Manufacturer ____________________ Serial Number ____________________

Features (i.e. staples, sorter, two sided copies) ____________________

Contact Person ____________________ Phone Number ____________________

Building ____________________ Department ____________________

Room Number ____________________ Service Provider ____________________

Owned or Leased ____________________ If Leased Expiration Date ______

If this equipment is a copier, how many copies do you use per month? ______

It is imperative that all departments reply to this request so that the Contracts and Procurement Department may adequately meet the needs of the entire Downstate community.

Please return all information via email to Linda Hill (Linda.Hill@Downstate.edu) by July 25, 2005. If you have any questions, please contact Linda Hill at extension 1453. Thank you in advance for your cooperation.