



SUNY
DOWNSTATE 
Medical Center

MATERIALS MANAGEMENT BULLETIN

July 12, 2005

Bulletin # 05-05

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 you 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



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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.