

PURCHASING DEPARTMENT

P.O. Box 4016
Atlanta, Georgia 30302-4016
Phone: 404/651-2330
Fax: 404/651-2521

DATE: February 28, 2005

TO: Deans, Vice Presidents, Department Heads and Business Managers

FROM: Karmen Milton/Purchasing Department

RE: FY 2006 Maintenance Contracts

Current maintenance contracts are due to expire on June 30, 2005. Please review your needs for maintenance contracts in the upcoming fiscal year. To determine which equipment you already have covered under maintenance agreement for FY 2005 (items not covered under the ERC contract), please contact the Purchasing Department for that information.

If you are currently using the equipment maintenance management program with ERC, please refer to your FY 2005 equipment listing. If there is any equipment you need to add or delete, you may include this information on the current spreadsheet and submit it with your FY 2006 paper requisition. A copy of the FY 2006 Maintenance Requisition is attached to this file for your convenience. New users of the insured maintenance program should contact Karmen Milton @ 1-2346 for detailed instructions.

PLEASE PREPARE MAINTENANCE REQUISITIONS ACCORDING TO THESE GUIDELINES:

- Dates of Coverage for Maintenance Agreement
- GSU decal number
- Manufacturer
- Model
- Serial Number
- Location
- Description
- Hours of Coverage Terms, normally 8:30 A.M. – 5:15 P.M. M-F
- Special Coverage Terms, if any
- If copier, usage is _____ copies per month
- If preventive maintenance visits are required, please indicate number of visits and brief description of what should be included.

The completed requisitions for ERC maintenance should be forwarded directly to my attention in the Purchasing Department using the attached form. **Do not use the Spectrum system to enter these requisitions. Maintenance agreements that will not be set up with ERC should be forwarded to Sharee Willoughby.**

Use a separate maintenance requisition for each type of equipment. For example, list all computer equipment and monitors on one maintenance requisition. Then on a separate maintenance requisition list all printers. You may have several maintenance requisitions.

All of the requested information is necessary to ensure efficient and accurate handling of your maintenance needs. **Please indicate on the requisition the name and telephone number of the individual who may be contacted regarding service issues. Omitted information may result in delay of maintenance coverage.**

Please forward the requested information to Karmen Milton or Sharee Willoughby in the Purchasing Department by March 21, 2005.

Thank you for your cooperation. If you have any questions, feel free to contact me at 1-2346.



Date

FY 2006 MAINTENANCE REQUISITION

Please type or print the following information:

Recommended Vendor & Telephone #:	Requestor:	
	Telephone #:	
	Equipment Location:	
	Dates of Coverage:	

Account Number to Charge (use Speedtype or Account Distribution below):

Account	Fund	Organization	Program	Subclass	Budget Year	Project	Amount	Speedtype

Requested Items:

Description (Mfr name, Model, Serial #, Location)	Qty	Unit Price	Unit of Measure	Extended Price

Comments: Special Coverage, Copier Usage, PM Maintenance Schedule

Approvals:

Requestor:		Date:
Department Head:		Date:
Other Approving Authority:		Date:

If you have any questions, please call Karmen Milton or Sharee Willoughby at 1-2330