

Copier Printer Process for moves:

1. Project Manager request SMG to provide from DocuShare:
 - a. Map(s) of current printer location(s) in current building(s)
 - b. List of all current equipment within the department
2. Project Manager will provide SMG with new location maps, estimated date of move and building completion date.
3. SMG will interview POC of their equipment needs and space in new location
4. SMG recommends to the Tech Team: Providing
 - a. Old maps
 - b. List of existing equipment
 - c. New map with equipment locations
 - d. Written Justification of equipment needs
 - e. List of any new equipment that may need to be ordered with equipment cost breakouts.
5. Project Manager sends the Tech Team the email with SMG's recommendations (from step # 4)
 - a. Project Manager will set up a meeting to review the recommendations
 - b. Tech Team will approve/decline or request more information from SMG
 - i. This step (#5) may occur several times
 - c. Project Manager will notify SMG contact of questions or changes that may need to happen.
 - d. SMG will make all changes as approved by Tech Team
 - e. **Once all changes are approved by Tech Team. Project Manager will ask SMG to provide an updated version of:**
 - i. Old Maps
 - ii. New Maps
 - iii. List of existing equipment
 - iv. List of where equipment is going to be placed
 - v. Written Justification documentation and equipment cost breakouts.
 - f. Project Manager does a Quality Check of all documentation at this point.
 - g. Project Manager gives SMG notification to obtain printer approval from Department head and POC. (Department Authorization signatures)
 - h. SMG will take to the meeting:
 - i. New maps
 - ii. New placement of equipment documentation
 - iii. List of new equipment needed
 1. **IF new/additional Equipment is needed follow**
 2. **SMG and Project Manager will be required to request from Department Head or POC:**
 - a. **A Budget Code number**
 - b. **Written Justification for new equipment request**
 - c. **Written sign off from all of the following:**
 - i. **The Department Head**
 - ii. **Their Cabinet Member**
 - iii. **President Mick Starcevich**
 1. **President Starcevich's approval is required because the department does not have funds available for this purchase.**

6. **Project Manager will provide to Susan Pregler:**
 - a. **All the required documentation and signatures provided to Project Manager by SMG go to Susan Pregler to check the budget code to see if there is funding available for this purchase.**
 - i. **budget code number**
 - ii. **\$0.00 amount of the purchase.**
 - iii. **Name of the Department requesting the purchase**
 - iv. **Type of equipment requested.**
 1. **Susan will then say yes or no there is or is not money available.**
 - a. **If yes proceed to step 7**
 - b. **If no then go back to step 5 for signatures – once these are received then proceed to step 7**
7. **Project Manager will email SMG that we are ready for a Purchase Agreement (PA) to be created.**
8. **SMG will send Purchase Agreement (PA) to Project Manager**
9. **Project Manager will email Purchasing (Gina) Purchasing will create a School Dude with the Purchase Agreement (PA) attached and budget code. Purchasing will email Project Manager the School Dude number for this new purchase request.**
10. **The School Dude emails SMG of a new purchase request**
11. **SMG orders the equipment**
12. **SMG will send to Purchasing (Gina)**
 - a. **Invoice**
 - b. **Signed Delivery Acceptance (DA)**
 - c. **Signed Purchase Agreement (PA)**
13. **Purchasing (Gina) will pay with PCard**
14. **SMG will send contract along with all signed delivery acceptance and Purchase agreements for the new equipment purchase to Susan Pregler to sign.**
15. **SMG checks the area/location for all equipment:**
 - a. **SMG will place a note on the machines that it will be moved by xxxxx date**
 - b. **Electrical connectivity**
 - c. **Data connectivity**
 - d. **Fax capability**
 - e. **Space**
 - i. **If School Dude(s) are required for work to be completed prior to installation of equipment SMG will create the School Dude(s)**
16. **SMG will work with Project Manager for date and time of equipment install.**
 - a. **Project Manager will reserve:**
 - i. **Van**
 - ii. **Notify department POC of installation date and approximate time**
 - b. **SMG will provide to POC:**
 - i. **delivery and training dates**
 - ii. **Installation of equipment**
 - iii. **Print drivers**
 - iv. **Printer Names – (SMG will work with Darren Zabloudil on naming convention(s))**
 - v. **Update Master Spreadsheet**
17. **Upload new maps into Docushare**

Note*****

If new equipment is required to be purchased it is listed in Red and you must follow all the rest of the

steps listed in black ink.

Follow all the steps listed in black ink if only moving equipment from one area to another.