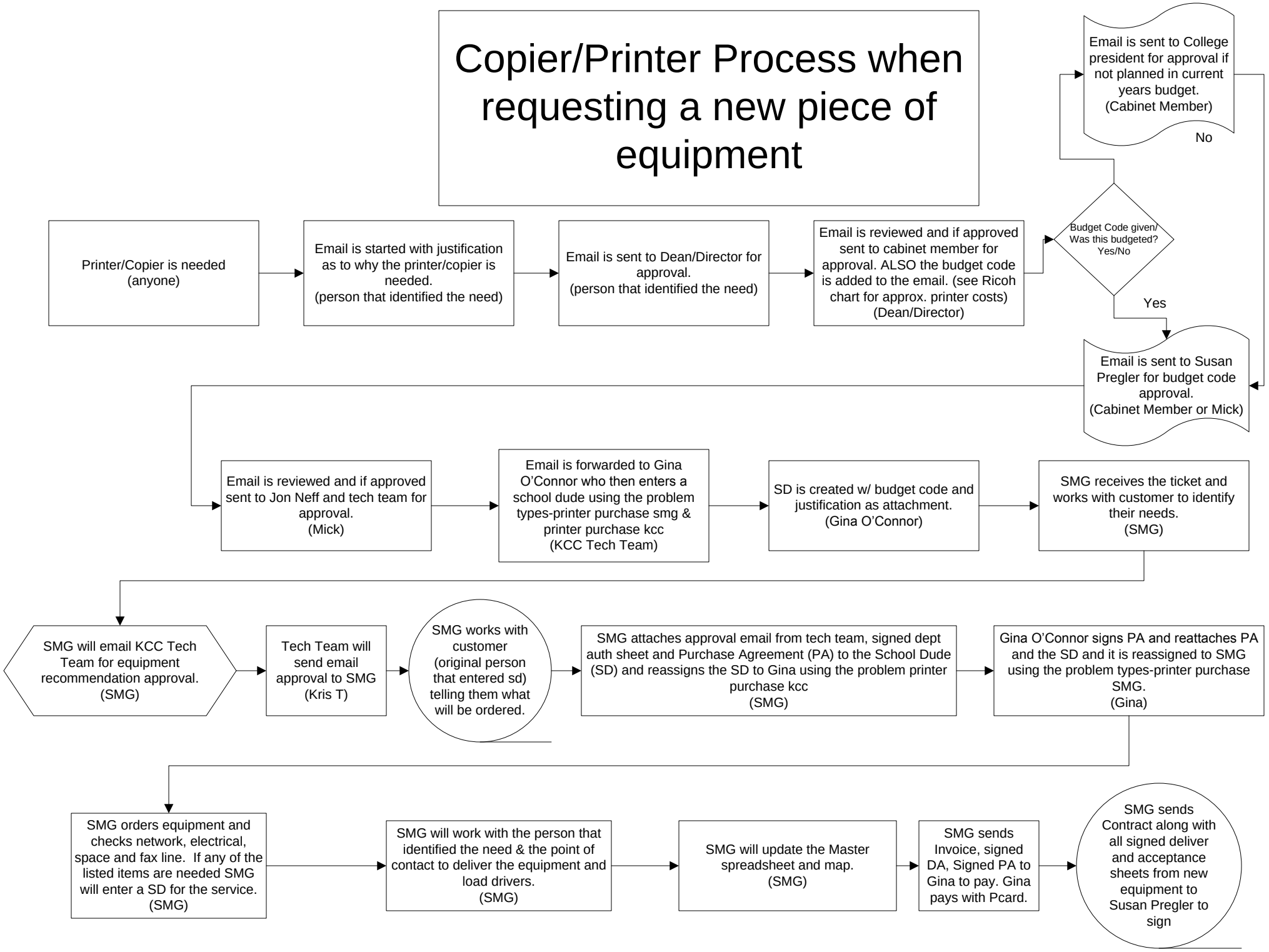Copier/Printer Process when requesting a new piece of equipment