Copier/Printer Process when requesting a new piece of equipment

1. Printer/Copier is needed (anyone)
   - Email is started with justification as to why the printer/copier is needed. (person that identified the need)
   - Email is sent to Dean/Director for approval. (person that identified the need)
   - Email is reviewed and if approved sent to cabinet member for approval. ALSO the budget code is added to the email. (see Ricoh chart for approx. printer costs) (Dean/Director)

2. Email is reviewed and if approved sent to Jon Neff and tech team for approval. (Mick)
   - Email is forwarded to Gina O'Connor who then enters a school dude using the problem types-printer purchase smg & printer purchase kcc (KCC Tech Team)
   - SD is created w/ budget code and justification as attachment. (Gina O’Connor)

3. SMG receives the ticket and works with customer to identify their needs. (SMG)
   - Gina O’Connor signs PA and reattaches PA and the SD and it is reassigned to SMG using the problem types-printer purchase SMG. (Gina)
   - SMG will email KCC Tech Team for equipment recommendation approval. (SMG)
   - Tech Team will send email approval to SMG (Kris T)
   - SMG works with customer (original person that entered sd) telling them what will be ordered.
   - SMG attaches approval email from tech team, signed dept auth sheet and Purchase Agreement (PA) to the School Dude (SD) and reassigns the SD to Gina using the problem printer purchase kcc (SMG)

4. Gina O’Connor signs PA and reattaches PA and the SD and it is reassigned to SMG using the problem types-printer purchase SMG. (Gina)
   - SMG will email KCC Tech Team for equipment recommendation approval. (SMG)
   - Tech Team will send email approval to SMG (Kris T)
   - SMG works with customer (original person that entered sd) telling them what will be ordered.
   - SMG attaches approval email from tech team, signed dept auth sheet and Purchase Agreement (PA) to the School Dude (SD) and reassigns the SD to Gina using the problem printer purchase kcc (SMG)

5. SMG will order equipment and checks network, electrical, space and fax line. If any of the listed items are needed SMG will enter a SD for the service. (SMG)
   - SMG will work with the person that identified the need & the point of contact to deliver the equipment and load drivers. (SMG)
   - SMG will update the Master spreadsheet and map. (SMG)

6. SMG sends Invoice, signed DA, Signed PA to Gina to pay. Gina pays with Pcard. (SMG)
   - SMG sends Contract along with all signed deliver and acceptance sheets from new equipment to Susan Pregler to sign (SMG)

7. Budget Code given? Was this budgeted? Yes/No
   - Yes
   - No
   - Email is sent to College president for approval if not planned in current years budget. (Cabinet Member)
   - Email is sent to Susan Pregler for budget code approval. (Cabinet Member or Mick)

8. Email is sent to Dean/Director for approval if not planned in current years budget. (Cabinet Member)
   - Budget Code given? Was this budgeted? Yes/No
   - Yes
   - No
   - Email is sent to College president for approval if not planned in current years budget. (Cabinet Member)
   - Email is sent to Susan Pregler for budget code approval. (Cabinet Member or Mick)

9. Email is sent to College president for approval if not planned in current years budget. (Cabinet Member)
   - Budget Code given? Was this budgeted? Yes/No
   - Yes
   - No
   - Email is sent to College president for approval if not planned in current years budget. (Cabinet Member)
   - Email is sent to Susan Pregler for budget code approval. (Cabinet Member or Mick)