eProcurement Job Aid

Creating a Requisition to Fund FY21 Copier Lease Payments & Usage Fees
All purchase orders created to fund monthly lease payments and usage costs during FY20 **will be closed on August 28, 2020**. Departments will need to submit a requisition to encumber funds to cover these costs during FY21.

The following instructions are provided to assist you in creating a requisition for monthly lease payments and usage for your department copier(s).

If you have questions or need assistance after reviewing these instructions, don’t hesitate to contact us at Purchasing@utdallas.edu.
Getting Started

Create a cart to encumber funds for the period of time remaining in the lease agreement.

For example, if your lease expires on December 31, 2020, the requisition will be created to fund costs for 4 months in FY21. If the lease expires in 2022 or beyond, the requisition will be created to fund costs for the 12 months in FY21.

Before the cart can be created, it’s necessary to access your department’s current active copier purchase order. You will be copying the new one from that.
STEP 1

Open your active PO in eProcurement. Click on the requisition number.

On the requisition, pull down the arrow and select **Copy to New Cart.**
STEP 2

Go to your cart to revise the quantity of months. Change the quantity to less than 12 months if your lease agreement ends prior to 9/1/21. Your requisition may list more than one line item to pay for lease costs if you lease more than one copier.

Update the description line to reflect the current year and ending of agreement.
You will also have a line for usage fee. **Fairly estimate your department’s monthly usage during FY21** and enter that amount in the price field.

Your requisition may list more than one line item for usage if you pay for color copies and may also include a line item for service maintenance. Costs for service maintenance (i.e. Gold Plan, etc.) are stated in the lease agreement.

Update the description line to reflect the current year and ending of agreement.
Before proceeding to checkout, confirm that the name of the supplier on your requisition is correct. Then, click on “Proceed to Checkout”.

The University of Texas at Dallas

[Image of the website interface]
STEP 4

On the requisition summary tab, click on the pencil icon and update the prepared by, prepared for, and your shipping information.
STEP 5

Click on the pencil icon to edit the Billing Information and update the Accounting Date and Budget Year to encumber FY21 funds.
Click on the pencil icon to edit the Accounting Codes and enter your cost center in the first field. Enter the account code (67004) for Office Equipment Rental.
Click on the checkmark to populate the rest of the accounting code fields and save changes.

All line items will be charged to the cost center entered at the header unless you change accounting codes at the line level. If you need to split costs between two or more cost centers, enter the split distribution at the line level.
Click on the pencil icon to edit the Internal Notes and Attachments section and enter a brief justification for this purchase.
STEP 8

A copy of your lease agreement should have automatically attached to the requisition. If it is not attached, please attach a copy of the lease and any additional documents you may have. For example, if you have returned and replaced equipment during the lease period, attach a copy of your return authorization and revised lease agreement.
SUCCESS!

Once you’re satisfied that the information provided reflects your copier needs, click on ‘Assign Cart’ to submit the cart for approval and processing.
Contact Purchasing@UTDallas.edu if we can be of assistance.

Thank you!