

PURCHASING FORMS MANUAL

Subject: Typewriters

Section: 7.09

Issuance Status and Effective Date: Revised 11-17-10

At least once a year the Purchasing Department authorizes maintenance on typewriters.

Jim Colla of Allstate Business Machines (ABM)* will clean and tune-up departmental typewriters from July through October. It will be a building by building, department by department process.

A department representative will be asked if they want their typewriters cleaned and inventoried.

- If a department *does want* the yearly preventative maintenance contract, the department representative will be asked authorize the yearly contract by signing a master list and assign an account number to charge the maintenance contract and yearly cleaning.
- If a department *does not want* the maintenance contract and cleaning for the whole department or individual typewriter, it must be indicated on the master list; otherwise you may be charged for the service.
- For approved services, Purchasing will charge your account via the P-card.

If you have questions, contact Purchasing.