

Part II Chapter 25 Copier Lease Purchase Order Adjustments

- A. Requirements.** This procedure is followed when it is determined that insufficient funds were encumbered on the Purchase Order (PO).
- B. General.**
1. The copy usage indicated on the PO is an estimate only. Actual usage will vary from month to month.
 2. Each agency will make adjustments as required in the amount of funds encumbered to pay for extra copy usage. A Change Order is not required. Removal costs, if applicable, may also be paid without a Change Order.
 3. In all cases, the rates that apply for additional copies, as well as the amount of removal costs, are those contained in the effective DGS statewide requirements contract with the lessor or in the lease agreement.
- C. Procedures.**
1. **Agency Comptroller.**
 - a. Reviews the invoice from the supplier.
 - b. Notifies the responsible office, by phone or email, that available funds are insufficient to pay invoices.
 2. **Agency Procurement.**
 - a. Reviews usage requirements.
 - b. Updates PO for the increased copier.
 - c. Notifies comptroller that the PO was updated.
 3. **Agency Comptroller.**
 - a. Process invoice for payment.