

## **Cayuga Copier and Multi-function Device Leases**

Individual departments have fiscal responsibility for their lease payments and use charges for Copier and Multi Function Devices (MFD).

### **When existing copier/MFD leases expire, Cayuga IT will:**

- Work with the department who has fiscal responsibility for the particular lease to assist in identification and specification of needs and network/workflow/capabilities desired. Provide clarification to vendor(s) on network interface requirements, client compatibilities, directory services, etc.
- Assist department who has fiscal responsibility for the expiring lease in researching appropriate device solutions with an emphasis on lowering costs while still matching solution capabilities with needs. Provide recommendations on solution options (includes in-house, non-lease solutions if warranted).
- Troubleshoot network connectivity or client problems in conjunction with the vendor during install and normal use of the MFD or copy device, as long as IT was involved in the specification of the device in preparation for acquisition.

In all cases, the primary point of contact from Cayuga IT for these activities is Doug Hart (x2456). These processes result from efforts to promote a more efficient and college-wide integrated approach for document management.

**\*Note:** Cayuga IT will not support network connectivity, client use, or perform troubleshooting on any devices or software we do not approve prior to lease or purchase. Also, Cayuga IT does not track, manage, sign, or approve the lease arrangements themselves. Lease arrangements are typically set up by the device vendor using third party lease-holding companies (GE Capital, and others) with the department holding fiscal responsibility for the lease, and then approved, signed off on, and filed by the business office. Both new leases and renewals require approval by the Business Office, at which time criteria regarding capitalization/depreciation will be assessed for proper accounting.