

Purchase and Rental of Office Machines

Section 6:13 Revised 01/01/2001

The State enters into annual contracts for the purchase of most office machines. The types of machines covered by the contracts are: manual typewriters, electric typewriters, adding machines, calculators and dictating machines.. Requests for machines other than those available from contract require special approval.

The purchase or rental of machines for bookkeeping and accounting systems, including cash registers, requires the approval of the University Internal Auditor and the State Auditor's Office before purchase. A Purchase Requisition is to be issued to the Purchasing Department accompanied by a completed Questionnaire for Cash Register/Valid dating Machine Purchase where appropriate, or by memo justification if systems are involved. The Purchasing Department will arrange necessary meetings and review with the Internal Auditor and the State Auditor's Office prior to further action and purchase.

The rental or purchase of all automatic typing equipment must have special approval of the UNC Charlotte Vice Chancellor for Business Affairs or his designee and the State Systems Management Division. The rental or purchase of this type of equipment requires submitting a Purchase Requisition, giving the type, model number and other descriptive information. Also, a completed Fact Sheet for Automatic Typewriting Equipment is to be submitted. The Purchasing Department will forward the request to the State Purchase and Contract Division for its review and approval.

All copiers (Bond and Electrostatic) are the responsibility of the University Print Shop. Requests for the addition or removal. of copiers or for the alteration of capabilities should be forwarded to the Print Shop. The Print Shop will prepare the necessary fact sheets for submission to the Purchasing Department with its Purchase Requisition.

Requests for mimeograph machines, spirit duplicators and offset machines, must be approved by the Print Shop and/or the Vice Chancellor for Business Affairs or his designee prior to submission of the Purchase Requisition to the Purchasing Department.

If a textbook is returned after the "full refund" period, the textbook buy-back procedure will be applicable, which is as follows:

A. If the textbook is designated for use in subsequent semesters, the refund will be fifty percent of the list price.

B. If the textbook is not scheduled for use in subsequent semesters, the refund will be as indicated in the wholesale issued monthly and on file in the Bookstore.
textbook buy-back manual