

**SECTION 8: SPECIAL COMMODITY PROCEDURES**

**SUBJECT: MANAGED PRINT SERVICES & COPIER LEASES PROCEDURE 8.19**

**POLICY:**

The University of Washington has implemented a [Managed Print Services](#) (MPS) program to reduce departmental printing costs and improve sustainability. The preferred method for acquiring new printers and copiers is through the MPS program.

To encourage utilization of the MPS program, new copier leases may not be processed through PAS, ProCard or non-PO invoices. Existing copier leases may continue to be paid until they expire.

**PROCEDURE:**

When adding or replacing a copier, utilize the University's MPS program. The administrators of MPS have created a [form](#) to schedule an appointment and assessment of office printing and copying needs. The MPS program can provide cost savings for most departments, more sustainable printing and copying and greater capacity for analytics and utilization information.

For existing copier leases, payments may continue to be made with a ProCard or through a non-PO invoice. However, upon expiration of an existing lease, new leases should not be established and customers should be encouraged to sign up for an MPS assessment.