GFI Yearly Maintenance Renewal Requisition Process

Revised - May 29, 2026

DO NOT PROCESS THE REQUISITION FOR SUPPORT/MAINTENANCE RENEWAL UNTIL AFTER THE JULY FY RESET. THIS EXPENDITURE WILL LAST THE FULL 2027 FISCAL YEAR (FY27).

This document outlines how all departments must set up maintenance requisitions to renew the maintenance agreement and ensure the order complies with UCM's contract with GFI. **Utilizing the maintenance agreement is not required.** If the department chooses not to utilize the contract, and maintenance is needed, an hourly rate will be charged for the repairs. The department would also be responsible for the replacement parts and purchasing toner. If you have any questions, please contact Procurement at 660-543-4001 or Jennifer Babiuch at babiuch@ucmo.edu.

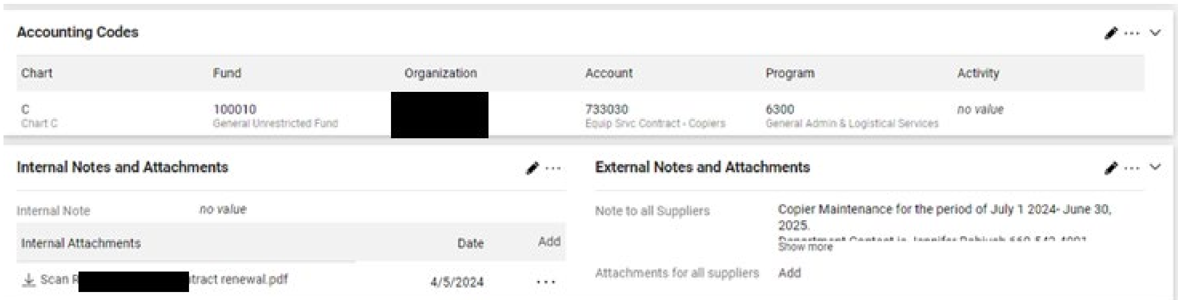
1. Click "Non-Catalog Ordering" to start the requisition.
2. The example requisition has the cart name changed to fit what the requisition is for, but this change is optional. The requester can always leave the cart name as the default:

3. Select supplier: "GFI Digital Inc".
4. The first line item will be the department's yearly estimated usage for black and white copies.
    a. For the line-item description, copy the following verbiage and refer to the department's documents from GFI to add the department and printer unit:
    b. Copier Maintenance including labor, parts, and toner for GFI MX####, Serial #-########, Equipment Id #####, Copier usage cost is B/W .00##.
        i. The cost and usage can be found in your GFI documents or in the pricing sheet Procurement sends out each year in June for the upcoming fiscal year.
5. Enter commodity code: "925-34 - Copier – Yearly Maintenance".
6. The example below was estimated by using the previous FY usage for that department.

7. When all changes have been made for the first line item, click "Save and Add Another" at the bottom of the screen to start the second line item.
8. Perform the same steps as above for the second line item (color copies).

a. Copier Maintenance including labor, parts, and toner for GFI MPC#####, Serial #C#######, Equipment Id #########, Copier usage cost is Color .0#####.

9. Click “Save”, scroll to the top of the screen, and click the cart icon to select “Checkout”.
10. The first step in the checkout screen is to add the account code to your FOAPAL.
    a. Enter account code: “733030” for “Equip Srvc Contrac – Copiers”.
11. The second step in the checkout screen is to add an external note to the supplier.
    a. Directly under the FOAPAL area, select the “edit” icon to the right of the “External Notes and Attachments”. The external note to GFI is added here. **The requisition will be returned if the external note is missing or inaccurate.**



12. Copy the verbiage from the example below and adjust it to the department’s maintenance dates and department contact information.

    Example: Copier Maintenance for the period of July 1, 2026- June 30, 2027. This PO is subject to 2023-UCM-03364. Department Contact is (Requestor’s Name) 660.543.#### (Requestor’s UCM Email)

13. Submit the requisition.

Copier/Printer Notes and Tips:

- When copying a previous requisition, verify that all information is up to date and accurate. If there have been any changes to the point of contact or machine status, contact GFI as shown below, as well as email the Procurement department before submitting the changes. This will assist GFI and Procurement in keeping the machine list up to date.
- **Submit the requisition no earlier than the July reopening date, but no later than July 31. Failure to issue a requisition within this timeframe may result in your maintenance/support contract not being issued.**
- Procurement will send out an updated list of all devices that held a maintenance agreement for the current FY before July 5. If a department does not find its machine on the list, please contact UCM’s GFI representative via email and CC Procurement:
  Derek Schneiders or Liz Bockman - DSchnieders@gfidigital.com   lboeckman@gfidigital.com