**Interim Procurement Policy v7.0 (24.03.16): How to proceed until the Managed Print Service is in place**

1. If you use a device that is under a current lease agreement, then it is business as usual and any maintenance / toner replacement will be carried out with the incumbent supplier.
2. If you are reaching the end or have reached the end of your lease term, but the device still functions well then the general position should be that if devices can be retained on a month by month basis then this would be the preferred option. If a lease has run its course and both parties wish to continue, the quarterly payment should only be nominal (or nil) as only the residual value is being leased. You would only then pay a cost per copy rate.
3. Where devices absolutely have to be replaced and cannot wait for the full deployment stage, a pre-rollout device from Konica Minolta can be requested. You should no longer request new devices from Oyster Communications or Canon UK Limited. Please email Paul Markham on [p.markham@bham.ac.uk](mailto:p.markham@bham.ac.uk) and he will liaise directly with Konica Minolta to identify required short term loan solutions. Please include details of the Konica Minolta Audit Tag reference on the device (format UOB####) as well as the Model Number, Serial Number and Location of the expired device where you know it.
4. Where there are new requirements rather than replacement leases, these should also be emailed to Paul Markham as per Point 3 above. It is important to clarify with new locations if the old locations had devices present that may require moving before ordering new devices. For ongoing printing needs where there is not an MFD in place, please email Paul Markham and include location and number of people that would need to use the printing facilities. By documenting your requirement, it can be discussed with the Konica Minolta Project Manager
5. In terms of ongoing purchases of desktop printers, the University encourages the use of Multi-Functional Devices (MFDs) wherever possible, and discourages the policy of purchasing an individual printer for a single computer. Whilst it is recognised that individual printers will be required to meet certain business needs, these will be included as part of the Managed Print Service. When the Managed Print Service is fully implemented and established, the University will not continue to provide IT support and consumables for desktop printers falling outside the Konica Minolta Managed Print Service. Where a desktop or small networked printer is required due to disability or insufficient space for an MFD, this will be identified as part of the audit, and discussed/agreed as a local management decision. Individual departments should therefore give consideration when making a purchasing decision as to whether a printer is likely to be retained under the new arrangement in terms of specialist nature, location or reasonable adjustments linked to disability.
6. Additionally, there may be specialist printers that may be local or networked printers that may be required to print specialised forms and labels. These may be bespoke and require different rules so again please inform Paul Markham so that Konica Minolta can keep a log of specialist items.

Please contact Paul Markham in the Procurement Team where you have any queries on [p.markham@bham.ac.uk](mailto:p.markham@bham.ac.uk) or 0121 415 8807.