

BUDGET BRIEF

Copy Machines

Currently the district has thirty-seven copy machines and spends \$335,000 per year on copy equipment, maintenance, and copier supplies (not including paper and staples). There are thirteen Xerox copiers and twenty-four Savin copiers with all of the newer machines being digital copiers. The majority of these machines are all being leased over five year terms. Generally at the end of the lease it is better to end the contract and lease a new machine rather than exercising the purchase option on the equipment.

In the past there have been concerns about the reliability of aging equipment, training, and problems concerning account/inventory management. Based upon this information a plan was formulated and the following goals were established and are still being followed:

- Standardization – Provide identical user interfaces for each copier, thereby decreasing the need for unnecessary staff training.
- Digital Copiers – Each copier is hooked up to the network. This allows the machine to serve as a network printer, scanning station, and copier.
- Aggregate Billing – Reduce overhead in processing multiple copier invoices.
- Remote Management – Digital copiers allow account codes and usage to be monitored remotely from a workstation, reducing the time needed to verify overage billing and manage account codes.
- Inventory Management – Outsource the management of copy supplies, to reclaim storage space, and reduce staff time spent maintaining inventory.
- Training – Provide additional user training and helpdesk support.
- Functionality – Increase available functions and copier output.
- Reliability – Remove aged equipment to increase reliability.

Many of our high-end Xerox copy machines are approaching the end of their lease agreements and will require replacement during the next twelve months. A detailed evaluation was conducted on different equipment and the district currently will choose between Savin, Xerox and Ricoh machines when the current machines are due to be replaced. The evaluation will consider the cost of supplies, the cost of maintenance, the cost of equipment, the quality of service and support, as well as the construction of the machine and design of the user interface. The district currently uses five-year lease terms on the machine. In the future the option of leasing for a four-year term will be evaluated. Hopefully the decrease in the maintenance cost will offset the cost of reducing the contract length. As always a financially prudent decision will be made when the options are evaluated.

The business office will continue to evaluate, control and monitor the replacement of all the machines in the district. The aging analog machines will continue to be replaced with digital copy machines. Maintenance agreements will be taken for each machine to continue to eliminate the need to manage copier supplies by including all supplies (excluding paper and staples) in the maintenance contract.