

Proposal for



Presented by:

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RICOH

**Managed
Document
Services**

MPS and Beyond

Equipment Listing

Model:

Serial:

Tag #:

Install Date:

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Floor Map:

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Needs Requirements:

- Network Scanning & Network Printing
- Color Printing and Copying
- Automatic Document Feeder
- Letter and Legal Paper Size Support

Existing Estimated Average CPP Service & Supply Expense:

Option 1:

New IM

- Speed:
- Network Scanning to Email
- Network Printing in B&W and Color
- Paper Drawers + ByPass Tray

Purchase: \$ including estimated sales tax

Lease: \$ per year for 5 years including estimated sales tax

- Includes estimated sales tax
- \$1.00 purchase option at end of 5 years
- Reflects 8% discount from State of South Carolina contract

Service & Supplies Including Toner, Drum, Developer, and Staples:

- . per B&W page
- . per Color page
- Reflects 20% discount from State of South Carolina contract

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Estimated CPP Service & Supply Expense Savings:

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Option 2:

New IM

- Speed:
- Network Scanning to Email
- Network Printing in B&W and Color
- Paper Drawers + Bypass Tray

Purchase: \$ including estimated sales tax

Lease: per year for 5 years including estimated sales tax

- Includes estimated sales tax
- \$1.00 purchase option at end of 5 years
- Reflects 8% discount from State of South Carolina contract

Service & Supplies Including Toner, Drum, Developer, and Staples:

- . per B&W page
- . per Color page
- Reflects 20% discount from State of South Carolina contract

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Estimated CPP Service & Supply Expense:

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PO Requisition Step 1:

From Workday, click on Requisitions from the Procurement icon, then “Start Requisition”

The screenshot displays the Workday Requisitions interface. On the left, a sidebar contains navigation icons for Home, Projects, Procurement, Personal, Organization, Recruiting, More, and Saved. The Procurement icon is highlighted, and a dropdown menu shows 'Workday Strategic Sourcing' and 'Requisitions'. The main area is titled 'Requisitions (Past 6 Months)' and includes an 'Edit Filters' button. It shows a list of requisitions with columns for status (Awaiting Action, Approved, Ordered), creation date, and progress bars for Ordering, Receiving, and Invoicing. A requisition with ID REQ-0002531 is highlighted. On the right, the 'Requisition Details' panel shows the requester (Jenni Tonkin), company (CLEMU Clemson University), currency (USD), and requisition type (Standard). It also lists the deliver-to and ship-to addresses, worktags (Cost Center: CC0086 FIN | Procurement, Fund: FD001 Tuition and Fees), and buttons for 'Start Requisition' and 'Edit Details'.

Requisition ID	Status	Created on	Ordering	Receiving	Invoicing
REQ-0002884	Awaiting Action - Show Details	08/07/2026	Progress bar	Progress bar	Progress bar
REQ-0002884	Approved	07/31/2026	Ordered	Progress bar	Progress bar
REQ-0002884	Approved	07/29/2026	Ordered	Progress bar	Progress bar
REQ-0002531	Approved	07/24/2026	Ordered	Progress bar	Progress bar

PO Requisition Step 1:

Fill out the Non-Catalog Request, Year ONE use Spend Category Lease, Equipment (SC0156)

Non-Catalog Request

Request Type ☒ Goods ☐ Service

Request Details

Supplier Item Identifier

Commodity Code

Supplier

× Ontario Investments Inc

Order-From Connection

× jburtless@ontinv.com

Supplier Contract

× SCON-0001004 : Copier Leasing (IT Equipment Leasing)

Request Description *

Year 1, Model ABC 5 year lease

Spend Category *

× Leases | Equipment (SC0156)

Pricing

Quantity *

1

Unit of Measure *

× Year

Price

3000

Subtotal \$3,000.00 USD

Memo

PO Requisition Step 1:

Fill out the Non-Catalog Request, Years 2-5 use appropriate FY Spend Category Future Year Allocation, then Add to Cart.

Non-Catalog Request

Request Type ☒ Goods ☐ Service

Request Details

Supplier Item Identifier

Commodity Code

Supplier

×

 Ontario Investments Inc

Order-From Connection

×

 jburtless@ontinv.com

Supplier Contract

×

 SCON-0001004 : Copier Leasing (IT Equipment Leasing)

Request Description *

Year 1, Model ABC 5 year lease

Spend Category *

×

 FY28 Future Year Allocation (SC0461)

Pricing

Quantity *

1

Unit of Measure *

×

 Year

Price

3000

Subtotal \$3,000.00 USD

Memo

Add to Cart

Back to Requisitions Home

Step 2: Once approved, the PO will show 5 lines

Goods Order Line	Line	Company	Item	Item Description	Commodity Code	Spend Category
Q	1	CLEMU Clemson University		IMC4510 5 year lease with Ontario. Contract SC 2216.		FY31 Future Year Allocation (SC0464)
Q	2	CLEMU Clemson University		IMC4510 5 year lease with Ontario. Contract SC 2216.		FY30 Future Year Allocation (SC0463)
Q	3	CLEMU Clemson University		IMC4510 5 year lease with Ontario. Contract SC 2216.		FY28 Future Year Allocation (SC0461)
Q	4	CLEMU Clemson University		IMC4510 5 year lease with Ontario. Contract SC 2216.		FY29 Future Year Allocation (SC0462)
Q	5	CLEMU Clemson University		IMC4510 5 year lease with Ontario. Contract SC 2216.		Leases Equipment (SC0156)