# Office Equipment Procurement Justification Questions – QPA#58883

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The following justification questions are to be completed and included in the PeopleSoft requisitions, Requestor’s Justification section for all office equipment requests related to new copier(s), printer(s), facsimile(s), multifunctional device(s), or scanner(s):

1. Was Brittany Zurface from Toshiba involved in recommending this requested device? (Yes/No)
2. Identify make and model of all requested devices. Please also list the total number of units by model type.
(If printer – include whether it will be used as a networked device or as a personal desktop. If personal desktop printer – please include reason)
3. Identify all functions that the equipment will perform.
(i.e. Print, Copy, Fax, Scan, Color)
4. Identify all physical addresses where the equipment will be delivered for usage.
(Please align device to address)
5. Identify the average total monthly volume this requested device will fulfill.
(i.e. all devices being replaced)
6. Identify all make and models that will be eliminated because of the new devices, while identifying whether the eliminated devices are lease returns or owned.
7. Please include any additional comments you believe would be important for the IDOA reviewer.