

2.8 Maintenance Service Agreements

Maintenance service agreements are used to cover repair service for various types of equipment ranging anywhere from scientific instruments to computers to elevators.

In instances where a vendor requires a maintenance service contract, the requisitioning department should review and initial the vendor contract and attach it to a college requisition indicating the terms of payment, and the previous year's P.O. number if any, for processing by the Purchasing Department.

It is strongly recommended that maintenance agreements coincide with the State and University fiscal year (FYE 6/30). If the period covered is for less than twelve months, then the annual rate will have to be prorated to reflect the period through June 30.

Departments do not have to furnish signed contracts with their requisitions for maintenance service of equipment covered by a Master Price Agreement, e.g., computers, photocopiers.