1. **Purpose**

The purpose of this regulation is to provide guidance for entering into equipment maintenance/repair agreements or contracts.

2. **Scope**

This regulation applies to all faculty and staff procuring equipment maintenance/repair contracts.

3. **Equipment Maintenance and Repair**

3.1 Since it is essential to provide workable equipment for employees, state funds are allocated for repairs and these funds should be utilized solely for the maintenance of equipment.

3.2 The State discourages maintenance contracts on personal computers.

3.3 It is required that all request for repairs to equipment be made through the Purchasing Department.

3.4 Department heads determine when service contracts for office equipment are necessary to ensure proper maintenance.

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