

SUMMARY REPORT OF ALL EQUIPMENT MAINTENANCE CONTRACTS

Agency Name/Code \_\_\_\_\_  
 Agency Head \_\_\_\_\_  
 Agency Contact/Phone \_\_\_\_\_  
 Date \_\_\_\_\_

<u>Business Unit/ Business Subunit</u>	<u>Equipment Description</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Serial Number</u>	<u>Equipment Location</u>	<u>Vendor</u>	<u>PO/ Contract Number</u>	<u>Special Incl/Excl</u>	<u>PM</u>	<u>Contract Expiration</u>	<u>Cancellation Term</u>	<u>Contract Price</u>	<u>Funding Source</u>
Example: D&C/Administration	Copier	Xerox	DC332	KM9-115180	Alb, CT, Rm 3517	Xerox	2201021	120k copies per year; Overage at 0.0124; Includes toner, drums, developer	2	3/31/2003	NA	\$3,000	
											<b>Total</b>	\$3,000	