

**Copier Rebate Program Application Form
FY2007
Stanford University Utilities Division**

Please Save/Print for your Records

Return electronically to rebate@bonair.stanford.edu OR send hard copy to Copier Rebate Program, Attn: Susan Kulakowski, MC 7272 or fax 3-3191

The Copier Rebate Program is an opportunity for you to take energy efficiency and cost savings into your own hands. The Stanford University Utilities Division is offering a \$500 rebate on a first-come, first-served basis to members of the campus community to help cover the costs of replacing old copiers with new, energy-efficient models.

Eligibility

To be eligible for the Copier Rebate Program, you must meet the following requirements:

1. The old and the new equipment must be installed in a building served by Stanford Utilities electric power. Please see the following link:
<http://www.stanford.edu/group/Power-Systems/campus%20distribution%20area%20map.pdf>
Buildings within the red outline are served by Stanford electricity.
2. The office copier or multifunction unit *that you wish to replace* is NOT Energy Star® certified. Certified units will have an Energy Star® label affixed.
3. New units must be purchased or leased for at least 5 years. They must have a minimum purchase or lease price of \$1,000.00.
4. New units must be purchased or leased between September 1, 2006 and July 31, 2007.
5. New units must be Energy Star® certified.



If you are not sure whether you meet these requirements, please send an email with your contact information to rebate@bonair.stanford.edu.

Basic Contact Information

Name: _____

Phone Number: _____

Email Address: _____

Mail code: _____

Copier Details

Old Unit: Please check which style best describes the unit you are replacing. If you have the manufacturer and model number, please provide that information as well.

Office Copier: Black and White Under 30 Copies per Minute (CPM)

Office Copier: Black and White Over 30 CPM

Office Copier: Color

Multifunction Unit: Black and White Under 30 CPM

Multifunction Unit: Black and White Over 30 CPM

Multifunction Unit: Color

Other (please specify): _____

Manufacturer/Model # (optional): _____

Location (required): Building name or number _____

Room number _____

New Unit: To ensure that you qualify for the rebate, we need some information about the unit that you are buying as a replacement.

If you have a specification sheet, please attach a copy. If not, please provide the following information:

Manufacturer: _____

Model Number: _____

Installed Location: Building name or number _____

Room number _____

Instructions for Disposal

Copiers and Multifunction units must be re-sold off campus or scrapped. Please follow these steps in order to dispose of your old unit:

1. Occasionally the vendor of the new unit will offer to haul away and dispose of the old one (usually for less than \$50). This is permissible *only if the unit is NOT capital equipment*.
2. If the unit is capital equipment, take it off of the university's capital equipment inventory and discuss the best way to scrap the unit with your Departmental Property Administrator (DPA). If you are uncertain as to whether the unit is capital equipment or need help taking it off the inventory, please contact your DPA. Please copy and paste the following link to your browser to find your DPA:
<https://www.stanford.edu/dept/ORA/supcedures/dpalist.xls>

Proofs of Disposal and Purchase

Proof of Disposal: If non-capital equipment is disposed of through a private vendor, please submit a receipt or a confirmation from the vendor that the item was removed. For capital equipment, please submit the work order number or a copy of the disposal request form.

Proof of Purchase: Please include (either in electronic or hard copy form) proof of purchase of the new, energy-efficient copier or multi-function unit. Proof of purchase can be established by one of the following methods:

- Providing the *cardholder/department name* and *transaction number* from your P-Card purchase here: _____ OR
- Faxing a copy of the invoice from a purchase requisition to Susan Kulakowski at 723-3191 OR
- Faxing a copy of the receipt if purchased from a local vendor to Susan Kulakowski at 723-3191.

Payment Information

You must buy the new unit and pay for proper disposal of the old unit using your own departmental funds. Once the Utilities Division has verified that you meet the eligibility requirements and received the proofs of disposal and purchase, we will credit \$500 to your departmental account. Please provide the following information for the journal transfer:

PTA: _____

Approver name: _____

Approver phone number: _____ e-mail: _____

If P-Card purchase, P-Card Custodian: _____

Thank you for participating in the FY07 Copier Rebate Program!