

	VCCS SSC	Version:	1.0
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Enterprise Printer Cartridge Acquisition Policy		Approved by:	Craig Herndon

**CONTENTS**

Policy ..... 1

Guidelines ..... 1

SSC Line of Service ..... 2

Process ..... 2

Additional information ..... 2

Version Control ..... 3

**POLICY**

It is the policy of VCCS to use new (also termed “original,” “Original Equipment Manufacturer” or “OEM”) ink and toner cartridges. VCCS has determined that it is in our best interest to specify OEM ink and toner cartridges. VCCS’ experience has been that OEM toner cartridges have consistently produced higher yield and better quality than remanufactured ink and toner cartridges. Furthermore, VCCS is less likely to experience printer malfunctions.

**GUIDELINES**

Colleges need to request new, original equipment manufacturer ink and toner cartridges. New cartridges, (also termed “original,” “Original Equipment Manufacturer,” or “OEM”) are those built and sold by the original manufacturer of the printer/equipment for which ink or toner is being purchased. Such cartridges are not available from VCE and do *NOT* require a release to purchase elsewhere.

VCE is able to remanufacture a wide variety of ink and toner cartridges and any community college seeking to purchase a remanufactured toner cartridge (also termed “rebuilt,” “refilled,” or “re-man”) must purchase the cartridge from VCE or request a release to purchase elsewhere.

All procurement regulations must be followed in choosing a vendor from which to purchase new, OEM toner.

## SSC LINE OF SERVICE

Procurement

## PROCESS

STEP	ACTION
1	To order a new ink or toner cartridge: Log into the eVA eMall and create and title the requisition
2	Under the Line Items box, find and click “Add from Catalog...”
3	Optional: Search for the State-wide contract: <b>E194-72924</b> (optional contract). Other vendors are allowed but optional state-wide contracts are recommended)
4	Select the punch-out catalog link for the vendor.
5	<ul style="list-style-type: none"><li>• Search catalog for the needed toner</li><li>• Select the toner from the Original Equipment Manufacturer (For example: HP, Epson, Brother, Canon, etc.) <i>Note: See other information for recommended vendors</i></li><li>• Add to cart</li></ul>
6	Check-out, adding selected items to the eVA requisition
7	Complete remaining fields and submit requisition
	<b>END</b>

## ADDITIONAL INFORMATION

### Definitions

**Newly manufactured cartridges:** Original, Original Equipment Manufacturer, or OEM. These cartridges are manufactured by the same company as the printer and sold through various third-party retailers. They bear the name of the printer manufacturer, for example, HP, Epson, Canon, Brother, Dell, etc.

**Remanufactured toner cartridge:** Rebuilt, refilled, re-man, or reconditioned cartridges. These are licensed by the manufacturer but refilled and sold by a third party.

## VERSION CONTROL

Version	Author/Editor	Change	Approvals	Date
0.1	Sean Corron	Initial draft		May 15, 2019
0.2	Michele Canull	Policy section revised.		June 13, 2019
1.0	Kathy Metts	First published version	Craig Herndon	June 19, 2019

**Major version numbers (e.g., 1.0, 2.0, 3.0) are for final published document.**  
**Minor version numbers (e.g., 0.1, 1.1, 2.3) note ongoing draft changes.**