



**DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF STATE PROCUREMENT**

SP-11-0186 Copier Rental Substitution Form

Vendor Name: _____

Manufacturer Brand: _____

Zones Covered: _____

Current Model Number: _____

New Model Number: _____

Does new model meet minimum specifications? Yes No

Vendor must attach documentation verifying minimum specifications when submitting this form to OSP.

Is this a temporary or permanent substitution? Temporary Permanent

If temporary, vendor must attach documentation from agency verifying their approval of the substitution when submitting this form to OSP.

Note: Vendor must attach the Excel substitution spreadsheet when submitting this form to OSP.

Please submit form and all documentation to: OSP.ITContracts@dfa.arkansas.gov