

**Financial- FM Team - Copiers**

<b>Activity</b>	<b>Who</b>	<b>Form/Hyperlink</b>
Step 1: <b>Need copier supplies (toner, paper or service)</b>	Directors/Supervisors/Managers/Employee's can reach out to Jennifer Heilmann at <a href="mailto:jennifer.heilmann@wmich.edu">jennifer.heilmann@wmich.edu</a>	Vendor is Xerox
Step 2: <b>Jennifer Heilmann orders supplies/service</b>	Directors/Supervisors/Managers/Employee's	