



ERP Express—Office Equipment Rebate Application

A Stanford Department of Sustainability & Energy Management FY2013 Program

ELIGIBILITY

To be eligible for the ERP Express Rebate Program, the following requirements must be met:

1. All purchased equipment must be installed in a building served by Stanford Utilities electric power, represented by the area shaded in pink on the following map:
http://maps.stanford.edu/sites/all/lbre-shared/files/docs_public/Utilities_service_map-2011.pdf
2. All equipment must be purchased from [SmartMart](#), the university's internet procurement system (see Terms & Conditions below for more information).
3. All equipment must be purchased between September 1, 2012 and August 1, 2013.
4. A minimum of 10 units must be ordered to be eligible for a rebate—it is the intent of this program to incentivize departments to proceed with installation throughout an entire building or within an entire group. The 10 units can be any combination of Smart Strips and Timers.

TERMS & CONDITIONS

Rebates are available on a first-come, first-served basis until program funds are exhausted. The deadline for FY2013 applications is **August 1, 2013**. The rebate applies only to the equipment models found in the *ERP Express—Office Equipment* shared favorites folder on [SmartMart](#).

SUBMITTER CONTACT INFORMATION

Name: _____
Phone Number: _____
Email Address: _____
Mail Code: _____

GENERAL INFORMATION

Location of Installation (Building Name): _____
Department Receiving Equipment: _____



Step 1: Survey the Possibilities

An inventory of office equipment can help departments identify how many efficiency-enhancing products to purchase. The process also allows departments determine opportunities to eliminate unnecessary printers, fax machines, and computers.

- Remember, timers are not intended exclusively for printers and copiers, and can be used on almost any appliance, including water coolers and coffee makers. Do not forget to consider those opportunities during your initial inventory!
- A Smart Strip is generally recommended when an individual has a computer, phone, and at least three peripheral devices (ex. monitor, speakers, and a personal printer).

Step 2: Calculate Estimated Rebate

Item Description	Rebate/Unit	Number of Units	Estimated Rebate (rebate*units)	Final Rebate (for office use only)
Timers	\$5			
Smart Strips	\$10			
Total Rebate				

Step 3: Order Equipment

Go online to the university's internet procurement system, [SmartMart](#), and order the appropriate number of Smart Strips and timers per your completed inventory. Make note of the invoice / purchase order number, as you will need it as a proof-of-purchase.

Step 4: Correctly Install Equipment

Timers and Smart Strips maximize their potential energy savings when installed correctly. If you have questions about installation configuration, please consider the following:

- [How to Obtain ERP Express Funding](#) (graphics and a step-by-step guide)
- Timer settings on printers should be coordinated with user groups to ensure an ability to meet everyone's printing needs. Remember to consider Daylight Savings Time adjustments as necessary after installation



Step 5: Submit Application with Proof-of-Purchase and Proof-of-Install

A. Proof-of-Purchase

Smart Mart Invoice / Purchase Order Number: _____

Number of Smart Strips Eligible for Rebate (Installed): _____

Number of Timers Eligible for Rebate (Installed): _____

B. Proof-of-Installation

In addition to providing the information requested below, please attach one photograph of each installation type to your application (one correct Smart Strip installation and one correct timer installation). Please describe the specific location of the photograph, with a room or cube number where applicable.

Number of Smart Strips installed for Desktop computers: _____

Number of Smart Strips installed for Laptop computers: _____

Number of Timers installed on printers (no copy function): _____

Weekday Setting: **ON** _____ am/pm **OFF** _____ am/pm

Weekend Setting: **ON** _____ am/pm **OFF** _____ am/pm

Number of Timers installed on copy/printers: _____

Weekday Setting: **ON** _____ am/pm **OFF** _____ am/pm

Weekend Setting: **ON** _____ am/pm **OFF** _____ am/pm

Number of Timers installed on water coolers: _____

Weekday Setting: **ON** _____ am/pm **OFF** _____ am/pm

Weekend Setting: **ON** _____ am/pm **OFF** _____ am/pm

Number of Timers installed on other equipment (please specify equipment type):

Weekday Setting: **ON** _____ am/pm **OFF** _____ am/pm

Weekend Setting: **ON** _____ am/pm **OFF** _____ am/pm



Step 6: Receive the Rebate!

Once we are able to verify you meet the eligibility requirements and receive the complete documentation (including proof-of-purchase and proof-of-install), we will provide the appropriate rebate via Journal Transfer to the account specified below.

PTA: _____

Approver: _____

Send completed applications and any questions to ERPexpress@stanford.edu.