

SECTION: Business Affairs/Purchasing
SUBJECT: Photocopies and Photocopy Machines

ISSUED BY: Controller/Assistant Vice President for Business Affairs
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: February 1989

Policy

There are photocopier machines located at various locations across the campus. Each machine will have a “key operator” who will be able to help you with any questions you may have concerning the operation of the machine. The “key operator” or person in charge of the machine is, most times, a staff or administrative assistant whose office or desk is closest to the copy machine.

Charges for Copies:

- Copies charged to a department or agency account \$0.035/copy
- Employee personal copies \$0.035/copy
- Copies sold for cash (students, general public) \$0.05/copy
- Copies made on cardstock (department, agency) \$0.055/copy
- Copies made on cardstock (students, general public) \$0.07/copy
- Transparencies (department, agency) \$0.365/copy
- Transparencies (students, general public) \$0.38/copy

Cash Copies:

- Employee personal copies are recorded by the meter and need not be recorded on the posting sheet located on the machine unless the employee is paying cash for copies made.
- Employees desiring to make copies and pay for them (cash copies) should record the number of pages copied on the posting sheet in the copy room of either the Hager Administration Building or Reasoner Hall.
- Visitors who wish to make “Cash Copies” are to use the copy machines in the Hager Administration Building Copy Room only. Directions are posted for “Cash Copies” and payment for cash copies can be made in the Cashier’s Office.
- **Department copiers are not to be used for cash copies.**
- When using cardstock or transparencies, please record what was used (cardstock or transparency) and the number used on the posting sheets provided in the copy room.
- When the machine is out of ink, it will refuse to run. **No one** except the authorized “key operator” (person in charge of the machine) is to change the dry ink/toner.