

SAN JUAN COLLEGE BUSINESS SERVICES PROCEDURES

TOPIC: FAX SERVICES Related to Board Policy: 801

General

Fax service is available at Switchboard/Mailroom. There is an outgoing fax charge and an invoice is created for all transactions.

Outgoing Fax

Outgoing fax materials are to be presented to Switchboard/Mailroom personnel for processing.

1. A Mail Service Request form (Exhibit 1 - available at Mailroom) must be completed for each transaction.
2. A Telecopier Transmission (long form or short form) must be prepared by the sender for any transmission. See Exhibits 2 and 3 (available at Mailroom).
3. Sending of the fax may lag while prior transmittals are sent or received or due to other Switchboard/Mailroom tasks.

Incoming Fax

When an incoming fax is received, the person or department addressed will be notified by phone or mail box notice by the Switchboard/Mailroom staff.

Incoming fax copies are logged and recorded (see Transaction Received Register, Exhibit 4) as received.

Personal Fax

Personal faxes are accepted and sent for employees, students and the public as time permits.

1. A Telecopier Transmission (long form or short form) must be prepared by the sender for any transmission. See Exhibits 2 and 3.
2. A Mail Service Request (fax invoice) will be prepared by Switchboard/Mailroom staff with the amount due. See Exhibit 1.
3. The invoice must be paid by the sender at the Switchboard/Mailroom counter before the document is sent.

Current Fax Sending Rates are:

1. Local and In-State - \$.50 per page.
2. Out-of- State - \$.75 per page.
3. International - \$5.00 for first page, \$2.00 for each additional page.

Fax Charges

The total fax service requests are billed to the respective departments on a monthly basis via interdepartmental Voucher for Payment (Exhibit 5).

801F.1

Updated
January 2004