

SAN JUAN COLLEGE BUSINESS SERVICES PROCEDURES

TOPIC: COPY MACHINE SERVICE Related to Board Policy: 801

General

Copy machines are placed throughout the campus for the convenience of office/department. Departments or grant activities are assigned a code for copy machine usage. This code can only be used at those copy machines managed by Copy Services, and programmed to accept this code (generally departmental copiers).

1. The codes are totaled on a monthly basis and the department is charged for the copies made via an inter-departmental charge.
2. The copy machines in the various offices are for business use only.

Personal Copies

Copy machines are available in the Library for personal use. These copiers are set up with Copicard cards and coin vending mechanisms.

Copy Rates

1. Effective November 1, 1994, the per copy charge is .05 cents per page for those copies managed by Copy Services.
2. A revised rate sheet shall be posted each July 1st.

New Copy Machines

1. All decisions about the brand, model, and functionality of each copier managed by Copy Services shall be made by the Auxiliary Services Manager.
2. Machines shall be exchanged whenever the requirements of nearby users or the volume of activity indicate a need.

Monthly Interdepartmental Charges

See Exhibit 1 for spreadsheet used by the Auxiliary Services Manager to determine monthly departmental charges.