

COPY USAGE & BILLING

Monthly Copy Usage

At the beginning of every month, each department will receive a notice that the report which lists how many copies were made during the prior month is available at I:\Copy Center Billing\Month. This information is provided to allow each department to monitor their usage of our copy services. If you have any questions, regarding this report, please contact Angela Perry at 273-1616.

Billing

Billing will be handled using 2 different billing intervals; one month and three month. Accounts without an allocation will be billed at the end of every month. Accounts with an allocation will be billed at the end of every quarter. The billing program will calculate the total number of copies (black & white and color) made by a specific department by adding up all the copies made using any of the accounts assigned to that department during the previous month or quarter.

Invoices are payable within 20 days of the invoice date. Please provide the necessary chartfield information for processing the invoice emailed to you. If a budget error occurs, you'll be contacted asking for your assistance to clear up the problem.

Pricing

Charges for copies will be (all inclusive for each job – includes staples, color paper, etc):

Black and White on the production copiers:	.021
Color copies:	.179
Black and White on the color copier:	.027

*The only B&W copies made on the color copier will be when a job submitted has B&W pages within the job.

Comparison purposes – cost for Target UF Contract:

Costs are for simple single-sided copy jobs; Target's UF contract includes additional charges for duplexing, stapling, colored paper, etc.

Target UF Contract B&W -	\$0.035
Target UF Contract Color -	\$0.75

Billing Errors and Discrepancies

If you suspect a billing discrepancy, first contact the Copy Center Manager for corrective action. If your question cannot be resolved by the Copy Center Manager, contact Angela Perry within 15 days after the invoice date.

Professor Teaching Outside Their Home Department

If a professor is teaching a section for a department other than his home department, then he/she should contact the Office Manager of that department to make arrangements for getting his/her course materials and exams copied. It makes sense to charge the copies made for that class to the department which is receiving an additional allowance based on the student credit hours generated by that section. This could be handled in one of two ways; an account could be set up for the professor under the "other" department or the instructor could ask the office staff to make the copies for him. It will be up to the department chair or office manager to make whatever arrangements are necessary directly with the instructor.