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SECTION: University Advancement

SUBJECT: University Copier Center

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Policy for: All Campuses

Procedure for: Columbia

Authorized by: Laurence W. Pearce

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I. Policy

Purchase or Rental of Copiers -- All photocopying and duplicating equipment must have the approval of the University Purchasing Department and USC Copier Center. In addition, State law requires prior approval of equipment that is not on the State Contract for copiers from the State's Department of Information Resource Management, regardless of the source of funds. The equipment will be sent out for bids, and the lowest bid, providing all specifications are met, will be accepted.

II. Procedure

- A. Consult Copier Center personnel in determining the most economical and effective means of office copying.
- B. Process all requests for copiers through the Copier Center. Do not contact the vendor or dealer directly.
- C. Billing for Copier Use

All departmental photocopiers must be leased through the University Copier Center. The using departments will be billed on a monthly basis and charged for the number of copies generated. Monthly charges will include rental or lease/purchase payment, maintenance cost, supplies, administrative charges and state tax. The monthly charge will vary according to volume.