

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**USE OF PHOTOCOPIERS**

1. Each department is responsible for recording meter readings by individual budget centers.
2. Before the twenty-fifth day of each month, a report (Form #744) is to be forwarded to the Purchasing Department for the previous 30 days' usage including:
  - a. Number of copies made by each budget cost center.
  - b. Meter readings at the beginning and end of each reporting period.
3. Purchasing will prepare a monthly report indicating total cost per budget center for posting to the accounting records.

Revised—Cabinet  
March 20, 1989  
July 29, 1996  
Reviewed—Cabinet  
February 5, 2002  
Reviewed—Purchasing  
September 29, 2004  
Reviewed—VP and CFO  
August 1, 2019