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