1. Copies for Departmental Use

Employees must use assigned departmental copier access codes to make work-related copies. Copier access codes are assigned by Procurement and Auxiliary Services. Monthly departmental charges for copier use are compiled and recorded by Financial Accounting and Analysis.

2. Copies for Personal Use

The Vice President of Administrative Services shall establish the charge for personal copies for faculty, staff, and students. There are coin-operated copiers located in the library and bookstore for personal use.

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