



Policies and Procedures Manual

Title: Hogan Center - Departmental Copy Center Cards Policy
Policy Administrator: Director of Auxillary Services
Effective Date: 1/4/2010
Approved by: Director of Auxiliary Services

Purpose:

The purpose of this document is to inform the College community of the policies and procedures regarding acquiring a department card to be used for payment of services at the Hogan Copy/Business and Information Center.

Policy:

1.0 College Department Cards

College departments can acquire a Copy/Business and Information Center card to be used to pay for the following services at the Hogan Copy/Business and Information Center.

- Copies
- Faxes
- Posters
- Cutting
- Folding
- Laminating
- Binding
- Scanning

1.1 Funds on Cards

The available funds on each department's card are updated with each use and every time funds are added. After each transaction the balance is written on the sleeve the card is kept in. A suggested beginning balance, (dependent upon how much work the department does at the Copy Center) might be between \$50.00 and \$200.00. It is suggested that when the balance drops below \$10.00 replacement funds are put on the card.

Procedures:

1.0 Acquiring Copy Center Cards

To acquire a card which can be used in the Copy/Business and Information Center departments must contact the Crusader Express Office in Kimball Dining Hall, room 129, phone number (508) 793-3301 and indicate the name they want put on the card.

2.0 Putting Funds Onto Cards

To place funds on department cards the department must send a signed requisition/payment form to the Crusader Express Office in Kimball Dining Hall with the full chart string to charge indicated and the amount to put on the card clearly stated.

Forms:

Title	Requisition Payment Form
URL	
Title	
URL	

Related Information:

Title	
URL	
Title	
URL	

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