

L4: COPIER SERVICES

Effective Date: 8/17/00

[Fiscal Agent Handbook Index](#) | [University Wide Services Index](#)

Copier Services is a self supporting unit that provides the university community with copier machines. The unit monitors the use of these machines, services them to ensure proper functioning, provides access to the machines by cash or card at a cost of five cents per copy, and processes charge back to users.

The following copiers have been designated for copier credit cards: first, second and third floor Science Building, first, and second floor Ronald Williams Library, lower level, second, third and fourth floor Classroom Building, B-wing, first and second floor Financial Affairs, first, fourth and sixth floor Sachs Administration Building, Village Square and second floor Student Union, Chicago Teachers Center, Center for Inner City Studies, and El Centro.

The copier unit maintains six high speed duplicators on campus: second and third floor Science Building, lower level, third and fourth floor Classroom Building and the Physical Education Complex. The minimum run is thirty copies and paper is not provided.

A single pass color copier is located on the second floor of the Ronald Williams Library. The cost is seventy-five cents per copy.

Requests for unit copier cards should be made in writing by the unit's fiscal agent to Auxiliary Services. Requests must designate the unit account number. Requests to add employees must also be submitted in writing and include the account number to be charged. Likewise, written requests for deletions of employees from an account must also be addressed to auxiliary services.

Units may also request "Limit" copy cards. These cards are pre-paid by the unit and are only good for a limited number of copies.

Personal use credit copier cards are not available, however funds may be deposited in advance (debit) to Northeastern I.D. cards for personal use.

A twenty-five dollar lock out fee applies to all unit cards that are lost and require a disabling of the charge back feature.

Unused cards should be returned to auxiliary services for recycling.

Hours of operation are from 6:00 a.m. to 11:00 p.m., Monday through Saturday. Questions relating to service or the operation of the copiers should be directed to phone extension 5500.

For more information contact
[Controller's Office](#)