

CSULB DEPARTMENTAL COPIER PROGRAM
COLOR COPY MACHINE USAGE MONTHLY READING REPORT



(DUE ON THE 15TH OF EACH MONTH)

(EMAIL TO: copierprogram@csulb.edu OR FAX #52470)

Dept. Req. # _____

DATE:

DEPARTMENT:

PERSON SUBMITTING REPORT:

EXT.

◆ COPY MACHINE SERIAL NUMBER:

◆ CURRENT COPIER 'GRAND' TOTAL METER READING:

◆ LESS PREVIOUS COPIER TOTAL METER READING: (-)

◆ EQUALS TOTAL COPIES/PRINTS CURRENT MONTH: (=)

-	COLOR	BLACK
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◆ CURRENT 'TOTAL' COPIES/PRINTS :

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◆ LESS PREVIOUS MONTHS COPIES/PRINTS:

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◆ EQUALS TOTAL COPIES/PRINTS FOR CURRENT MONTH: (=)

0	0
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DETAIL FOR BILLING LISTED BELOW:

Copier Code #	Issued To:	(R E Q U I R E D)		O P T I O N A L			COST	Total Copies	Total Charge	APPROVAL
		FUND (5-Digits)	DEPT.ID (5-Digits)	PROG. (5-Digits)	Project (10-Digits)	Class (5-Digits)				
Black							@0.0475 ea		0.00	
Black							@0.0475 ea		0.00	
Black							@0.0475 ea		0.00	
Black							@0.0475 ea		0.00	
Color							@0.35 ea		0.00	
Color							@0.35 ea		0.00	
Color							@0.35 ea		0.00	
Color							@0.35 ea		0.00	
Color							@0.35 ea		0.00	
Color							@0.35 ea		0.00	
Color							@0.35 ea		0.00	
Color							@0.35 ea		0.00	
Black	Service Copies:									
Color	Service Copies:									
TOTAL OF ALL COPIES:								0	0.00	

COPIER KEY OPERATORS: PLEASE CHECK YOUR LEVEL OF SATISFACTION WITH YOUR COPIER THIS MONTH:

Excellent
 Good
 O.K.
 Poor

COMMENTS: