**Cost Per Copy Program**

The Business Services Office of Kutztown University maintains a Cost Per Copy program to handle the University's photocopier equipment needs. The following information includes the policies, procedures, and forms necessary to support this program. Please read and review the following information and contact Business Services to verify information or to proceed with implementation within your area.

**Who to call for more information:**

For information regarding the Kutztown University Cost Per Copy (CPC) Program please contact the CPC Program Administrator at extension 3-4399 or via email at pflugler@kutztown.edu.

**Current Program**

The University currently has a contract with Edwards Business Systems for our Cost Per Copy program. The copiers are refurbished Konica or Ricoh products.

**For copiers not on the University network:**

$50.00 per month  
4,167 copies included per month  
$0.012 per copy over monthly allotment

**For copiers that print and scan and are on the University network:**

$60.00 per month  
4,580 copies included per month  
$0.0131 per copy over monthly allotment

All supplies necessary to maintain the machine are included except paper. Departments need to supply their own paper.

**CPC Program - Step-By-Step Instructions**

1. A Department identifies the need to place a copier in their area or to upgrade their existing copier, and contacts the Business Services Office to obtain information.
2. Business Services will connect the Department to the vendor who currently holds the CPC Program contract.
3. The vendor and Department will discuss their copier needs and finalize the decision on the copier to be placed or replaced.
4. The Department will receive an e-mail the last week of each month requesting a meter reading of their copier. The Department supplies the vendor with this information so they can be billed accordingly. The Department may report the meter readings either by touch tone phone or via Edwards Business Systems website as directed on the email received.
5. The vendor emails the invoice to the Budget and Business Services Offices.
6. Toner and staples can be ordered by calling (800) 282-7326 and referencing your copier ID number. Toner is FREE, as it is included in the overall contract price.
7. Service calls are phoned in to (800) 282-7326 or by using Edwards Business Systems website "edwardsbusiness.com" and clicking on "enter service call". You will need to reference your copier ID number when calling in.