

BUTTE COUNTY

OFFICE OF EDUCATION

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SUPERINTENDENT

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MEMORANDUM

DATE: June 30, 2011
TO: BCOE Management & Staff
FROM: Kevin Bultema, Assistant Superintendent
RE: Change to Canon Copier/Print Rates

Recently Administrative Services completed a cost analysis of the leased Canon copy/print machines. As a result of this analysis, it was determined an adjustment was necessary in order to properly account for both the fixed cost and variable cost associated with leasing/utilizing the Canon machines.

Effective July 1, 2011:

- Fixed cost (lease of machines) will now be charged directly to the Asst. Superintendent org key(s) of the division(s) utilizing the machine. This cost had previously been part of the per click charge.
 - o The fixed lease cost for each division will be dispersed (via a journal entry) to the division programs/departments per the discretion of the applicable Asst. Superintendent.
- Variable cost (paper, toner, maintenance) will now be charged at a lower "per click" rate

Below is a chart noting the adjusted "per click" rates:

Past per click charge		New per click charge	
Canon Machines		Canon Machines	
BW	Color	BW	Color
0.044	0.15	0.017	0.075
		(.027 reduc.)	(.075 reduc.)
Other Networked Machines		Other Networked Machines	
BW	Color	BW	Color
0.007	0.007	0.007	0.007
		(no change)	(no change)

Note that the "per click" charge remains the same for any non-Canon networked printers.

If you have any questions regarding these accounting changes, please contact me at kbultema@bcoe.org

Thank-you.

lh: AS-1011-020