

**UNIVERSITY OF BRITISH COLUMBIA
FACULTY OF EDUCATION
ACCOUNTING OFFICE**

FROM: Brenda O'Bertos
Education Accounts Manager

DATE: January 7, 2011

XEROX PRINTING PROJECT GRANTS (PGs)

As you are aware, the new printing procedures take effect on Monday, January 4, 2011. Below I have indicated the new chartfields for the PG dedicated to your department. This speedchart must be provided to the instructors so they are able to place their orders with Xerox. Xerox will not process a request without a speedchart. Xerox has already created specific account codes with Financial Services so you do not need to worry about that. They are easily identifiable on the ledgers.

Instructors and departments are to use the speedchart as per instructions in Tracy Wyman's email of Thursday, December 16, 2010. Also visit the web: <http://educ.ubc.ca/community/print-services#node-489> (FoE homepage/Community/Support Units/Print Services).

There will not be a budget assigned to your PG; however, the balance will need to be brought to \$0 at March 31st each year. Any monies you collect from your faculty to cover off the printing expenses need to be put back into your PG. Course outlines and exams need to be identified each month so that the Dean's Office can authorize the transfer of related charges (instructions are available on the "Pricing Info" page of the new Xerox-related web). All additional arrangements and agreements will be dealt with when they arise.

Access Copyright (Cancopy)

There are two options for instructors: they can go to the UBC Bookstore for clearance or they can submit an Access copyright clearance log to the department. If instructors complete the form in the department, they are invited to make their print order through Xerox. Departments will not provide high volume printing/photocopying services. Please ensure staff are familiar with the new process outlined below.

- Please ensure that hard copies of the log (attached) are available in your department for instructors to complete (they also have the option to download from the web).
- A copy of the log must be kept in the department and the original forwarded to Carmen in the Accounting Office. The photocopy log must be verified complete by the department prior to sending to the Accounting Office. Incomplete logs will not be processed and will be returned to the department. The speedchart must also be provided so Carmen can ensure a proper submission to Access Copyright. Without a speedchart Carmen will directly bill the requestor.

Please remember we are also new at this and will be working with you to make this as smooth a transition as possible.

Thank you.

Speed Chart No.: LGBH
DSC Account No.: (leave this blank)
<http://www.printsys.net/register.aspx?TokenID=UBCGroup&lang=en-ca>