

ROLLING RIVER SCHOOL DIVISION POLICY

School Division Photocopiers

EGAA/P

Photocopy or print reproduction equipment is required operational equipment in each school and office and usually represents a significant administrative expense. Due to changing technologies, the Division may lease this equipment over a 48-month to 66-month period. Lease or purchase of this equipment must be approved by the Secretary-Treasurer. Lease or purchase of the equipment and any related service agreements will be governed by the principles of the Purchasing Policy DBD/P.

Specific procedures to guide the process to obtain product and price quotes for photocopy equipment are as per Regulation.

School instructional budgets will fund the costs of school related copying of print materials.

The School Principal / Secretary-Treasurer or designate may provide copies of documents at his/her work site for individuals or non-profit organizations provided the copies produced are in accordance with applicable Canadian Copyright regulations and are not provided for financial gain. The School Principal at a school and the Secretary-Treasurer at Division offices will set standard rates to be charged at the applicable work site. Said rates will be reviewed annually by the School Principal/ Secretary-Treasurer and will be at least the actual cost of copying including the cost of paper used.

Fees collected will be remitted to the Accounts-Payroll Supervisor by June 30 of each year and will be recorded as revenue to offset the actual copy charges paid by the school / office.

Index Regulation

Legislative Reference: PSA 171-192

Date Adopted: January 4, 1986

Date Revised: May 30, 2007

Date Reaffirmed: January 18, 2012

Date Revised: June 21, 2017

Date Reaffirmed: October 6, 2021

ROLLING RIVER SCHOOL DIVISION REGULATION

School Division Photocopiers

EGAA/R

Photocopier Purchase and Lease Procedures

1. The Division may invite a Request for Proposals from major and local suppliers for School and Division Offices photocopier service.
2. Lease and service contracts or agreements entered required by Division schools for copiers will be for 48 – 66 months terms
3. The Secretary-Treasurer will consult with School Principals to define the specifications for the equipment required and will distribute any Requests for Proposals.
4. Price and product quotations received will be reviewed by the Secretary-Treasurer who will consult with the School Principal with prior to awarding the lease contract and /or service agreement.
5. The Secretary-Treasurer will authorize, approve and sign on behalf of the Division all the photocopier lease and service agreements or purchases.
6. To obtain best pricing available, the Secretary-Treasurer may require the School Principal to participate in a group quotation process that includes more than one school or office location.

Photocopier Rates

1. The Secretary-Treasurer will review the copy rate charged to individuals and non-profit groups annually and adjust the rate as necessary.
2. The formula to determine the minimum rate to charge per copy is the actual cost per copy charged based on the current service agreement for the copier equipment plus the cost per page of paper.
3. A record of all fees collected for photocopy services provided to individuals and non-profit groups will be maintained on an annual basis.
 - a. For schools – the fees collected will be deposited to the School Funds Accounts and the total amount collected will be forwarded to the Accounts-Payroll Supervisor before June 30 each year. The fees collected and remitted will be recorded as revenue to offset the actual copy charges paid by the school / office budget.
 - b. For Division Offices – the fees collected will be forwarded to the Accounts-Payroll Supervisor and deposited directly to the Division Operating Account.

Index Policy

Date Adopted: January 4, 1986

Date Revised: May 30, 2007

Date Revised: June 21, 2017

Date Reaffirmed: October 6, 2021