

Q. What does this new system accomplish?

A. Starting July 1 2017, all institutional departments and programs will now pay the *same* amount for Campus Graphics *print* services.

Q. What is the new system for general fund chargebacks?

A. Printing budgets have been established according to functional area. Program and department printing budgets will now roll up under their respective reporting lines. For example, Business Services reports to the VP of Finance and Administration. According to the list below, this department does not have its own budget allocation, therefore it will use the Administrative Services program code for printing. The budget owner for the program code will establish an Open Purchase order with a C, based on the annual printing budget. You will no longer be required to process individual PR's for printing, as Campus Graphics will work directly with Business Services to process chargebacks against the program codes listed below.

General Fund Departments – New Chargeback System

Function Area	Administrator/Site	Program Code	Object Code
<i>Academic Affairs</i>	VP - Railey	60100100	4540
	Dean Mahon	60100700	4340,4540
	Dean Lau	60100300	4340,4540
	Dean Rameriz- Gelpi	60100200	4340,4540
	Dean Curry	60100600	4340,4540
	Dean Rantz	60100400	4340,4540
	Assoc. Dean Ensing (Kines.,PE)	08350000	4340,4540
	Assoc. Dean Ensing (Athletics)	69610000	4340,4540
<i>Operations</i>	Assoc. Dean Booher	10060000	4340,4540
	VP - Hernandez	66240000	4540
	Plant Services	65110000	4540
<i>Administrative Services</i>	Campus Police	67775000	4540
	VP - Black	67210600	4540
<i>President</i>	President's Office	66100000	4540
		66200000	4540
	Human Resources	67300100	4540
	Public Affairs	67111000	4540
	College Advancement	67160000	4540
	Campus Graphics	67760000	4540
	Information Technology	67873000	4540
<i>Student Services</i>	VP - Ornelas	64510000	4540
	Dean Parisi	64530000	4540
	Dean Teniente	64540000	4540
<i>Inst. Effectiveness</i>	VP - Murphy	66201000	4540

For restricted funded programs (i.e. Grants, health services, PCPA, trusts, etc.) you will use the same program and object codes as you have used in the past as well as using open POs, no changes have been made to the existing PO system for restricted funded customers.

Restricted Funded Departments – Use Existing PO System for Program Codes

Grants	Use existing program and object codes
Categorical	Use existing program and object codes

Student Fee Accounts (Health Services, Parking Fee, Student ID, etc.)	Use existing program and object codes
Student Materials Fee Instructional Printing (may only be use for printed material approved by VPAA as submitted on materials fee request form)	Use existing program code and object code 4311 only
PCPA	Use existing program and object codes
AHC Foundation	Use existing program and object codes
Viticulture and Enology Foundation	Use existing program and object codes
Clubs	Use existing program and object codes
Trusts	Use existing program and object codes
ASBG	Use existing program and object codes
ASB (Athletics)	Use existing program and object codes

Q. Who do I work for?

A. See table below

Function Area	Site	Department	Program Code
<i>Academic Affairs</i>	VP Railey	ISA, Concurrent Enrollment, Accreditation, AP&P	60100100 4540
	Dean Mahon	Life Physical Sciences, Mathematical Sciences, Math, Public Safety	60100700 4340,4540
	Dean Lau	Apprenticeships, Health Sciences, Industrial Tech	60100300 4340,4540
	Dean Ramirez-Gelpi	Applied Behavioral Sciences, Children's Center, Community Ed, Cosmetology, Language and Communication,	60100200 4340,4540
	Dean Curry	Academic Resource Center, Basic Skills, Distance Learning, English/Reading, Library, Multimedia Services	60100600 4340,4540
	Dean Rantz	Lompoc, Solvang, VAFB Centers, Fed Prison, Business, Fine Arts, Social & Behavioral Sciences	60100400 4340,4540
	Assoc. Dean Ensign	PE, Kinesiology, Recreation	08350000 4340,4540
	Assoc. Dean Ensign	Athletics	69610000 4340,4540
	Assoc Dean Booher	PCPA Administration/ Instructional	10060000 4340,4540

<i>Operations</i>	VP Hernandez	VP Office	66240000 4540
	Plant Services	Facilities, Maintenance, Custodial, etc.	65110000 4540
	Campus Police	Campus Police	67775000 4540
<i>Administrative Services</i>		Business Services, Administrative Services, Aux. Accounting, Cashiering	67210600 4540
<i>President</i>	President's Office		66200000 4540
	President's Office	Nametags	66200000 4540 PO#180145
	President's Office	Board of Trustee's	66100000 4540
	Human Resources		67300100 4540
	Public Affairs		67111000 4540
	College Advancement	AHC Foundation, Institutional Grants	67160000 4540
	Campus Graphics		67760000 4540
	Information Tech		67873000 4540
<i>Student Services</i>	VP Ornelas	Student Activities, Student Rights and Grievances	64510000 4540
	Dean Parisi	Admissions and Records, Financial Aid, Learning Assistance, Student Discipline, Veterans Success Center	64530000 4540
	Dean Teniente	Counseling, Job Placement, Testing Center, UTC	64540000 4540
<i>Institutional Effectiveness</i>	VP Murphy	Institutional Research	66201000 4540

Q. How will I know how much money is in my program code?

A. For the twenty-four general fund departments, Campus Graphics will email the same chargeback report that is sent to Business Services to the department contact associated with the program and object code (*i.e. Tawnya Karstom for Health Sciences, 60100300 4340*). In addition One Solution users will be able to run a budget to actual report that will show PO activity and balances. It will be up to the department contact to manage and relay to the individuals and departments who are using their program code(s) the balance of their print budget allocations.

Non-general fund departments will continue to issue and maintain open PO's in order to track balances and utilization rates.

Q. How did the district come up with the budget allocations?

A. The budgets been established according to functional area and by dean or cabinet administrator. Programs and department printing budgets roll up under who they report to at the cabinet administrator or dean level. For example, *fine arts* faculty reports to Academic Affairs –

Dean Rantz. Fine arts faculty and staff would use the program code - object code, 60100400 – 4340 when placing photocopy or print orders via the online submission process.

Q. How did the district come up with the dollar amounts on the budget allocations?

A. Campus Graphics ran reports of actual impressions from AHC individuals/departments for two years, using the average multiplied by a standard materials-only price (see below) to set a benchmark for your 2017/18 printing budget.

Q. I thought the printing object code is 4540, why is my object code 4340?

A. 4340 is the object code for *instructional* printing, 4540 is for *non-instructional* printing. These have been preset according to your job function.

To assist you in determining your Campus Graphics printing budgets please keep the following in mind:

- Object code 4540 should be used for all **non-instructional** printing, i.e. colleague surveys, general office printing, non-classroom printing.
- Object code 4340 should be used for all **instructional** printing, i.e. student surveys, class handouts, syllabi, and any printing for in-classroom/lab student use.

Dean printing budgets were placed in object code 4340 initially. You may need to submit a budget transfer to move funds from 4340 to 4540 if you have not already done so.

Q. Do I still need to receive dollar amounts in One Solution?

A. The budget owner for the program code will establish an Open Purchase order with a C Type PO based on the annual printing budget, so you will not have to receive in *One Solution*. However, once you pick up your print or quick copy order please verify that the charges are correct.

Q. Has the pricing decreased or increased?

A. All institutional departments (general and non-general fund) will be charged the same charge for printing. The charged amount is for materials only (click charges, paper, leases, and consumables), there is no markup or labor costs included. Your budgeted cost for standard, materials-only charges are:

- \$0.055 per single black and white copy on 20# white bond
- \$0.045 per second side black and white copy on 20# white bond
- \$0.15 per single side color copy on 20#white bond
- \$0.10 per second side color copy on 20# white bond

Additional material-only charges will be charged for elective choices such as paper upgrades, lamination, wide format printing, etc.

Q. Do I still get 500 free black and white copies and 25 free color copies per order?

A. No, all print orders will be charged back at the prices specified.

Q. Is design services still chargeable for non-general fund departments?

A. As long as there is printing associated with a non-general fund job ticket, there will be no design charges. If a design-only job is submitted by a non-general fund department, design charges of \$84/hour will be applied.

Non-general fund work that requires print broker administration (off campus printing coordination, etc.) will be charged at \$54/hour.

Design or print broker charges are not applicable to general fund customers, even if a job is design-only.

Q. What happens if we run out of money in our print budget allocation?

A. The budget was established based on two prior year spending trends and should cover your *black and white* printing needs. *Please note that full-color printing, laminating, binding, wide format printing were not considered in your budget allocation.* Should you find you need more funds, you may transfer funds from other areas of your budget into a printing object code.

Q. Will Campus Graphics send out a report showing how many copies have been used under my budget code?

A. Yes, a monthly report will be sent out. Budget keepers may also run their own reports through the Printshop website (PSP) at anytime.

Q. Can we transfer funds out of the 4340 or 4540 printing budget?

A. No, you may not transfer any budget allocations out of printing into other object codes.

Q. What if job tickets do not match with actual print specifications?

A. All online submitted quick copy and print work must match exactly to finished print specifications; i.e. accurate quantities, number of originals, binding choices, etc. This includes quick copy orders that accompany hard copy originals and self-service work. Users who *consistently* turn in orders that do not match may have their work cancelled and their dean or administrator notified.

Q. How will the new chargeback system affect the self-copy service?

A. You will continue to create a quick copy online order and print it out to turn in after you make the self-serve copies. Job ticket must match actual copy counts. Copier codes will be given out to faculty and staff that are associated with the twenty-four general fund departments listed in the table above.

Q. What do I need to do?

A. If you're general fund and are currently an active user in Campus Graphics Print Shop Pro (PSP) online submission system, then you have already been paired with your appropriate site, program and object code; you do not have to do anything.

If you are not registered with PSP, then you will need to register at https://printshop.hancockcollege.edu/PSP/app/PSP_Start.asp in order to initiate the process.

Non-general fund users will continue to use their existing program and object codes (if applicable). New non-general fund users please register at PSP (URL above) and email grivera@hancockcollege.edu your program, object code and open PO # or if you need access to additional general or non-general fund program codes.

Questions regarding printing chargebacks please contact Gordon Rivera, grivera@hancockcollege.edu, ext. 3447. Inquiries regarding program codes or are accounting in nature please contact Shelly Allen, sallen@hancockcollege.edu, ext. 3268.