

	PURCHASING DEPARTMENT STATE UNIVERSITY OF NEW YORK AT FREDONIA	POLICY NO: 115
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		LAST REVISED: August 2011
TITLE: Requisition Processing Copy Centers		

I. Purpose

The purpose of this policy is to define the hours of the copy centers on campus.

II. Procedure

The following Copy Center is manned Monday – Friday from 8:00 AM to 4:00 PM

- ✓ **Thompson Hall Copy Center**, E357 Thompson Hall, Ext. 3598
Contact Mr. Carl Weiler for more information

Jobs are completed on a first come, first serve basis, normally within 24 hours.

The following are self-serve copiers.

- ✓ **Fenton Hall Copy Center**, 155 Fenton Hall, Ext. 3288
Staff members are there to help Monday – Friday, 9:00 AM – 3:00 PM
- ✓ **Houghton Hall Copier**, 1st Floor, Room 118
- ✓ **Jewett Hall Copier**, 2nd Floor, Room 229
- ✓ **McEwen Hall Copier**, 3rd Floor, Room 323

You must use your PIN number to use these copiers. For photocopying or long distance telephone calling privileges, your supervisor or department secretary must email the request to Sandra Noble for a PIN number at Sandra.Noble@fredonia.edu.