

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 115
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		ORIGINAL: January 2003 LAST REVISED: August 2016 REVISION DATE: July 2018
TITLE: Requisition Processing Copy Centers		

I. Purpose

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

II. Procedure

The following Copy Center is manned Monday – Wednesday from 9:00 AM to 2:00 PM, Thursdays: 9:00 AM to 4:30 PM, Friday: 1:00 PM to 4:30 PM (check website for most up-to-date hours)

- ✓ **Thompson Hall Copy Center**, E357 Thompson Hall, extension 3598
Contact Ms. Nicole Raynor 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, extension 3288
Staff members are there to help Monday – Friday, 7:00 AM – 3:00 PM
- ✓ **Jewett Hall Copier**, 2nd Floor
- ✓ **McEwen Hall Copier**, 3rd Floor, Room 323
- ✓ **Service Complex**, Main Office
- ✓ **University Police**, Gregory Hall
- ✓ **Campus Life**, Williams Center

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.