

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

SALES AND SERVICES REVENUE PROCEDURES

Effective: January 1, 2011

Policy No. 3357:13-17-104

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A. Duplicating Fees

1. Individuals can pay for copies made in the duplicating center. Payments are made to the Cashier and are deposited into the duplicating revenue account. The paid receipt is required in duplicating prior to processing of the duplicating job.

2. OSU duplicating is invoiced monthly according to the job tally sheets that are submitted from the duplicating center.

B. Room Rental

Room rental contracts are managed by the Director of the Kehoe Center. Rental deposits are required at the time of scheduling. The rental party is invoiced after the event has taken place. This invoice includes the remainder of the rental costs as well as any additional costs that may be incurred.

10/28/05

CFO (Business Office)