



# GVSU Business & Finance Department Procedures Manual

**Section:** Business and Finance

**Section Number:** 320

**Subject:** Copy Services

**Date:** August 2015

<u>Services</u>	<u>Staff</u>	<u>Phone number</u>
Copy Centers:	Jerrod Nickels, Manager	616-331-2450
011 LMP, Allendale Campus		
136C DEV, Pew G.R. Campus	<b>Copy Center-Allendale</b>	616-331-3407
159 CHS, Pew G.R. Campus	Chris Boerma, Associate Manager	616-331-3528
	Marilyn VanderWilp	616-331-3407
Convenience Copiers	Jay Zink	616-331-2607
Web Site : <a href="http://copycenter.gvsu.edu">http://copycenter.gvsu.edu</a>	<b>DeVos Copy Center</b>	
	Beth Junglas, Associate Manager	616-331-6735
	Carol Talsma (CHS)	616-331-7323
	Leah Thomas (DEV)	616-331-6463

## Mission

The mission of **GVSU Copy Services** is to support the educational mission of Grand Valley State University through high-quality image duplication services.

## New Billing Policy

Effective July 1, 2006, Copy Services will no longer charge general fund FOAPs for copies made on convenience copiers or at the copy centers. All copying expenses will be paid from a single general fund account and departments will not be charged. If you have questions or concerns, please contact Jerrod Nickels at 616-331-2450.

## Copy Center On-line Submission (available at <http://copycenter.gvsu.edu>)

Electronic job ticketing and on-line submission are now available at the copy center website. Campus customers are encouraged to use the on-line job ticketing (rather than the multi-part NCR copy forms.) On the web site, copy jobs can be uploaded and proofed using Adobe Acrobat. If preferred, hard copies can be forwarded to the Copy Center at either location with the on-line copy center job ticket attached. New users can register for this service on-line. For technical assistance, contact Jay Zink at 616-331-2607.

## Copy Centers

There are currently three high-volume copy centers serving the campus community. These are located at 011 Laker Marketplace on the Allendale Campus and in 136C DeVos and 159 Cook DeVos on the Grand Rapids Pew Campus.

## Production Capabilities

- Copying of standard sheet sized pages: syllabi, exams, fliers, etc.
- High volume and specialized projects, including course packs, manuals, newsletters, booklets, etc.
- Reduction and enlargement of originals.
- Finishing: including collating, stapling, hole-punching, spiral binding etc.
- Full Color Copying.
- A variety of text and cover stocks in assorted colors are available.

**PLEASE NOTE:** Departments will have discretion and responsibility for determining who picks up jobs marked “*confidential.*”

## Convenience Copiers

More than 130 convenience copiers are provided to support the academic endeavors of our students, faculty and staff.

## Copier Maintenance

At all Grand Valley State campuses, copiers are supplied and maintained daily. **If you notice that a copier needs service, please call Michigan Office Solutions directly at 800-442-9070.** Please be prepared to identify the model number and location for service.