



Business Matters@ Sac State

Topic: Reprographics Work Orders –Completion of Orders and Billing for Fiscal Year ‘08-09

DATE: April 30, 2009

TO: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

FROM: Michael Kalstein, Director, Reprographics and Mail Services

It has come to our attention that under the Revenue Management Plan, Reprographics work orders must be **completed** (not just ordered) by May 31st for these to be charged back within the current fiscal year. Any work orders completed after May 31st (no matter when they were submitted) will be billed to the next fiscal year. Please submit your orders as early as possible in order to allow sufficient time for your job to be completed by the May 31st deadline to qualify for billing this fiscal year.

If you are not sure if you are allowing sufficient time for your project to be completed, please contact Reprographics Services at 278-6198 or reprographics@csus.edu.

If your project includes a Mail component which you would like billed within the current fiscal year, please contact Mail Services at 278-7610 or mail_services@csus.edu

Contact Information

If you have any questions or concerns about Reprographics and Mail Services or about this notice, please contact Michael Kalstein, Director, Reprographics and Mail Services, x86198, or send an email to reprographics@csus.edu; or Mail Services at mail_services@csus.edu, or x87610.

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