

STANDING RULE GUIDELINES

These updated guidelines are effective Sept. 1, 2004 and should be considered included in the current Standing Rules. Please keep and reference this in the future so PTA can follow our goals of efficiency, economics and communication. All officers, committee chairs and members and PTA members should be aware of these. Also, the following costs should generally be budgeted (at least for large or numerous copy jobs) in each committee's annual budget.

COPY CENTER FEES AND GUIDELINES

Copying should always be done either at MEC or Romona, not outside (due to cost.)

MEC

Black and white, and color, copiers are available at the Mikaelian Center (MEC). A Romona PTA code is required; this can be obtained from your committee chair or any officer. The MEC has 2 machines –note the cost differences:

- WC Pro 90 Group machine prints BW copies at .025 cents/page
- The Doculcolor machine prints BW at 4 cents a page (it's faster but more expensive) or color prints at 15 cents per page

MEC does not charge more for using colored paper vs. white. We get a 50% discount on the total.

Note also MEC has laminating film (25 cents/foot); laminated squares (10 cents each), posterboard (30 cents/sheet), bulletin board paper (10 cents/foot) and poster machine (\$3.50/poster.)

Romona

Romona also has a copy machine (1st floor in the second grade hallway.) PTA members can use it for PTA purposes, but do need to record in the black PTA notebook the name of the committee and the number and type of paper (white/color). Romona copy charges are passed through MEC and billed to us.

Romona copy costs are .025/page (the same as the cheaper MEC machine.) But, unlike MEC, Romona does charge us more for using color paper.

Any other ideas, suggestions, comments on copy, custodian or other guidelines, feel free to contact your VP.