1. OBJECTIVES

1.1 To cater to the students printing and photocopying needs.
1.2 To be able to provide fast and efficient photocopying and printing services.

2. POLICY STATEMENTS

1. Photocopying and Printing Price List

Photocopying	PHP 2.00/page

Computer Print Out

Black and White

Konica Minolta Printer	PHP 2.00/page
Laser Printer	PHP 8.00/page

Colored

Half Page	PHP 50.00/page
Full Page	PHP 100.00/page

3. PROCESS

3.1 Student fills up JOB ORDER FORM and gives the materials.
3.2 Staff will work on the job order
3.3 Student pays the corresponding amount
3.4 Staff issues acknowledgment receipt to the student.

3.0 FORMS

FORMS	APPROVAL	ACTIVITY	DISTRIBUTION OF FORMS
Job Order Form	Registrar and Admissions Staff	- Student completes the form - R and A staff facilitate job order request	- Registrar and Admissions
Acknowledgment Form		- Issued to students upon payment of job request for photocopy or printing	- Student -Treasury/ Finance