Bemidji State University Campus Copiers

Bemidji State University has 32 leased copiers located in various strategic areas around campus for departmental use. Departments are charged for copies made on a monthly basis. Copies are tracked by account numbers and access codes. The current charge back rate as of January 1, 2009 is 0.055 per copy.

Copiers are placed based on volume history in the area. The higher the volume, the more features available on the copier, because higher volume can cover the cost of more efficient features. The copiers are administered through Telephone Services, which is part of Logistical Services.

Copier toner is included in the cost of the maintenance contract and can be ordered by phone or e-mail. The vendor contact information can be found on the sticker on the front of the copier. The serial number and model or the identification number of the copier will need to be provided when you call.

White copier paper can be ordered from Central Receiving: lblight@bemidjistate.edu The cost of paper for copiers is no longer covered in your per-copy chargeback. Central Receiving will charge your account for paper ordered and delivered. Contact Linda Blight for paper prices.

Central Receiving complies with Minnesota Statute instructions to state agencies to purchase copier paper with a minimum of ten percent recycled content. If departments wish to use colored paper in their copier, they will need to purchase it themselves. Please try to purchase paper with a minimum of ten percent recycled content in order to comply with Minnesota Statutes 16B.121-122.

Copier questions may be directed to 755-2050.