CAMPUS PHOTOCOPIER SUPPLIES
For Leased Copiers

COPIER PAPER:

White copier paper can be ordered from Central Receiving: lbight@bemidjistate.edu. The cost of paper for photocopiers is no longer covered in your per-copy chargeback (0.055 per copy as of 1-1-09). 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 TONER:

The cost of toner is included in the lease and maintenance payments. Toner must be obtained directly from the copier vendor. Some of the copier vendors simply send toner periodically based upon the meter reading and others require you to call them for toner. The vendor should have informed you of the proper ordering procedure when the machine was installed. There should be a sticker on the front of the photocopier with contact information for the vendor as well as the copier identification number which will be needed to order the toner. If you are unclear of that procedure, please call Telephone Services at 755-2050.

COPIER STAPLES:

Copier staples are not included in the per-copy chargebacks to each department. It is the responsibility of each department to purchase staples for their machines. The only exceptions to this rule are the Savin copiers with staplers.