## Print Quota Policy

All Augsburg University laser printers and copier-printers are managed by a print accounting system.  The print accounting system serves to track usage, educate people on how much they print, and standardize the print accounting for the University.

The goals of a print accounting system are to
- Reduce printing waste, to lessen the environmental impact
- Raise awareness, provide real-time data to help students, faculty and staff with their printing decisions

## Student Print Quota

Students have a 500 unit print quota for every 6-month period: January 1 – June 31 and July 1 – December 31.  The quota is reset for each 6-month period regardless of how many units are remaining.

Students may request more units from the TechDesk if they are low on units.  100 units will be added when requested only if their balance is below 100 units.

Black-and-white letter-sized pages count as 1 unit.  Color and other sizes count more according to the table below.

Students who are working for campus departments are able to charge pages while at their job to the department they are working for.  These pages are tracked and reports are available to the department budget managers.

| Print Kind and Size | |
|---|---|
| Black & White Letter (8.5x11) | count as 1 unit |
| Black & White Tabloid  (11x17) | count as 2 units |
| Color Letter | count as 2.85 units |
| Color Tabloid | count as 5.7 units |

## Faculty and Staff Print Charges

Faculty and staff printing is charged back to their department no matter which campus printer is used at a rate of $0.035 per black & white letter page and $0.10 per color letter page.  Larger pages cost more. The charge includes the cost for toner, paper and equipment maintenance.

## Revision History

| Revision | Change | Date |
|---|---|---|
| 1.0 | Original Version | 9/21/2009 |
| 1.1 | University and title updates. | 2/19/2018 |
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