

QUARTERLY COPIER COST AND PRODUCTION REPORT

(For use of this form, see USMEPCOM Reg 25-3)

SECTION I - DESCRIPTION OF COPIER

1. FY:	2. To: Commander, HQ USMEPCOM ATTN: J-6/MIT-PPB 2834 Green Bay Road North Chicago, IL 60064-3094	3. From:	
4. Name of copier manufacturer:	5. Model number:	6. Serial number:	7. Copier approval number (CAN):
8. Quarter: () 1st Qtr Oct - Dec () 2nd Qtr Jan - Mar () 3rd Qtr Apr - Jun () 4th Qtr Jul - Sep	9. Meter reading:	10. Date copier installed: Month _____ Year _____	11. Location of copier (section & floor):

SECTION II - LEASED COPIER DATA

12a. Type of Rate <input type="checkbox"/> Cost per copy <input type="checkbox"/> Flat rate	b. Number of copies produced:	c. Leased cost:	d. Cost of supplies:	e. Total cost:	f. Cost per copy:
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SECTION III - OWNED COPIER DATA

13a. Number of copies produced:	b. Original cost of copier:	c. Depreciation:	d. Maintenance cost:	e. Cost of supplies:	f. Total cost:	g. Cost per copy:
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SECTION IV - POINT OF CONTACT

14. Typed name and signature of budget technician: _____ _____	15. Telephone number:	16. Date:
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17. Remarks:

SECTION I - DESCRIPTION OF COPIER (BLOCKS 1 THROUGH 11)

1. FY. Self-explanatory.
2. Not applicable.
3. From. Self-explanatory.
4. Name of copier manufacturer. Self-explanatory.
5. Model number. This information can be found on the copier.
6. Serial number. The information can be found on the copier.
7. Copier approval number (CAN). The copier approval number is assigned to each copier and is found on the copier approval memorandum sent to the MEPS, Sectors, and HQ.
8. Quarter. Self-explanatory.
9. Meter reading. The meter reading is taken from the copier.
10. Date copier installed. Self-explanatory.
11. Location of copier. The specific section of the MEPS (example: medical, operations, HQ).

SECTION II - LEASED COPIER DATA (BLOCKS 12a THROUGH 12g)

- 12a. From your ontract, task order, or your price list determine your monthly leased cost and multiply by 3 (months) to determine the quarterly cost (block c).
- 12d. To determine cost of supplies (block d) multiply number of copies produced by .0050.
- 12e. Add blocks c and d for total cost.
- 12f. Divide total cost by the number of copies produced for the cost per copy amount block f.

SECTION III - OWNED COPIER DATA (INSTRUCTIONS FOR OWNED COPIERS (BLOCKS 13a THROUGH 13g)

- 13a. To determine depreciation, divide the orginial cost (including accessories) by 60 months, multiply by 3 and enter the figure in block c. If copier is over 5 years old, enter "0" in block b.
- 13d. For maintenance cost (block d) determine the total maintenance cost for a month and multiply by 3 to obtain quarterly cost and enter this total.
- 13e. To determine cost of supplies (block e), consider the cost of toner, developer, and paper (approximately .0095 cents) and multiply by number of copies produced.
- 13f. Add blocks c, d, and e for total cost (block f).
- 13g. Divide total cost (block f) by number of copies produced (block a) for the cost per copy amount (block g).

SECTION IV - POINT OF CONTACT - BLOCKS 14 THROUGH 17

Blocks 14 -17. Self-explanatory.