



University of Connecticut



CENTER FOR HEALTH,
INTERVENTION, AND PREVENTION

CHIP POLICY AND PROCEDURES MEMO NO. CH-09-01 PERSONNEL – Graduate Student CHIP Copier Use Procedures

Date: March 3, 2009
To: CHIP Graduate Students
From: Jeff Fisher, CHIP Director
Subject: Procedures for using CHIP copiers

This policy is in effect until superseded.

As a direct result of the current University-wide budget climate, we find it necessary to monitor our usage of all consumables more closely. One of the areas that we are observing dramatic increases in costs is copying and printing. These costs are impacting our entire operating budget in a way that will become more than we are able to support. In order not to have to cut basic services at the Center, we are asking that you not print or make copies on the CHIP printers (including the IKON copiers) for your course related, personal research or other personal copies. Your home departments have printing resources for students, particularly those who are teaching assistants.

If you are copying or printing something in the copy room for your faculty advisor who has a grant through CHIP, please use your designated code.

I regret having to ask you to be very careful in your copying, but hope very much that you will cooperate with us in this problem area.