



2017/18 General Fund Chargeback Process

Identified Problems

- Budget does not cover true cost of CG operation
 - Real print expenses are 137% higher than funded- click charges and leases
 - District funds 75% of real staffing costs – salaries and benefits
 - District funds 2/3s of actual Campus Graphics costs
 - Old process was incentivized to recoup budget shortfall by pursuing chargebacks for categorical accounts, retail enterprises and for some non-categorical work requests
 - Concerns are raised as to the level of charges for categorical accounts- cost plus 30% markup
 - Fosters resentment as some programs pay more than others for the same product/services
 - Clarity is lacking as to who is categorical vs. non-categorical
 - Has relied on retail revenue to pay for staffing, equipment, software and other operational expenses while district budget remains static

Identified Problems

- Has operated under the same operational budget amount since inception in 2000 despite double digit increases in:
 - Equipment leases and purchases
 - Maintenance
 - Consumables
 - Staffing

Identified Problems


- Non Categorical Departments “Free” Copy Policy
 - Old policy allowed free copies:
 - For black and white up to 500 quantity
 - For full-color 11” up to 50 single sided, 50 double sided
 - As a result users break-up large jobs into several smaller jobs in order to avoid paying for copies
 - Unfunded mandate- Campus Graphics has to come up with funding to pay for district printing

GF Chargeback Policy- Installed July 1, 2017

- 1) All AHC programs receive the same free amounts and chargeback the same for overage printing
 - 1) Categorical and non-categorical are now part of the *Institutional* price schedule
 - 2) Everything is chargeable to the department, no more free color or limits on copies
 - 3) Open POs for 24 non-categorical GF accounts, categoricals require POs
 - 4) Receiving of PO's no longer necessary
 - 5) Black and white start at .055/.045 for white bond
 - 6) Color starts at .15/.10 for white bond
 - 7) Elective upgrades; i.e. gloss paper, bindery, lamination, etc. charged as material only
 - 8) Design not charged if attached with a print job
 - 9) Design only for categorical work will be charged at \$84 hour, \$59 for print broker fees
 - 10) Will require vigilance from your faculty to ensure job tickets are matched to actual
 - 11) Gordon sends monthly chargeback reports for the 24 non categorical accounts and categorical invoices to BSV

GF Chargeback Policy- Installed July 1, 2017

- 2) Revised chargebacks for categorical's
 - Design services not charged for work that is printed in-house
 - Design work (no print) for categorical's charged at cost \$87/hour
 - Print broker services (print coordination with outside vendors) for categorical's charged at cost \$59/hour



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[Online User Guide PDF](#)


[Price List PDF](#)

[Submit Order Online](#)

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Home > Campus Graphics > Campus Graphics Services

CAMPUS GRAPHICS SERVICES




FAQs for Campus Graphics General Fund Chargeback System pdf

Campus Graphics is the in-house design and printing operation serving all Allan Hancock College operations. Come on by to our office and check us out!

Campus Graphics is located on the Santa Maria Campus, on the west end of building H.

Room number H-102
800 South College Dr.
Santa Maria, CA. 93454

[Submit Order Online »](#)

 **We're on Facebook!**

Like Campus Graphics on Facebook to see specials, discounts, and new information

ONLINE USER GUIDE

CAMPUS GRAPHICS


ONLINE USER GUIDE

Important information about...


- Quick Copy
- Printing Order

Function Area	Administrator/Site	Program Code	Object Code PO#
Academic Affairs	VP - Railey	60100100	4540 180384
	Dean Mahon	60100700	4340 180318
	Dean Lau	60100300	4340 180385
	Dean Rameriz- Gelpi	60100200	4340 180356
		60100200	4540 180510
	Dean Curry	60100600	4340 180474
	Dean Rantz	60100400	4340
	Assoc. Dean Ensign (Kines.,PE)	08350000	4340
	Assoc. Dean Ensign (Athletics)	69610000	4340
	Assoc. Dean Booher	10060000	4340
Operations	VP - Hernandez	66240000	4540 180203
	Plant Services	65110000	4540
	Campus Police	67775000	4540
Administrative Services	VP - Black	67210600	4540 180018
President	President's Office	66100000	4540 180024
		66200000	4540
	Human Resources	67300100	4540 180266
	Public Affairs	67111000	4540 180002
	College Advancement	67160000	4540
	Campus Graphics	67760000	4540 180188
Student Services	Information Technology	67873000	4540
	VP - Ornelas	64510000	4540
	Dean Parisi	64530000	4540
	Dean Teniente	64540000	4540 180424
Inst. Effectiveness	VP - Murphy	66201000	4540 180718

Grants	Use existing program and object codes
Categorical	Use existing program and object codes
Student Fee Accounts (Health Services, Parking Fee, Student ID, etc.)	Use existing program and object codes
Student Materials Fee Instructional Printing (may only be use for printed material approved by VPAA as submitted on materials fee request form)	Use existing program code and object code 4311 only
PCPA	Use existing program and object codes
AHC Foundation	Use existing program and object codes
Viticulture and Enology Foundation	Use existing program and object codes
Clubs	Use existing program and object codes
Trusts	Use existing program and object codes
ASBG	Use existing program and object codes
ASB (Athletics)	Use existing program and object codes


Campus Graphics Online Submission

[New Order](#) ▾ [My Orders](#) [Reports](#) [Admin](#) [More](#) ▾



Dear Campus Graphics user.

Please note. Prices and policies have changed. Please see the attached FAQ to a

<http://www.hancockcollege.edu/campusgraphics/documents/FAQs%20For%20Campus%20Graphics%2>

Thank you!

ALLAN HANCOCK COLLEGE
Campus Graphics

Campus Graphics Online Submission
New Order ▾
My Orders
Reports
Admin
More ▾

Index

Sales By User

Sales By Account

Status Report
View the status of submitted orders with the print shop.

Past Orders Report
Historical report of all orders you have submitted.

User Report
Summary of the printing charges ordered by users charging to budget codes you administer.

Account Report
Summary of orders to the account codes you administer.

Index	Aug 2017	FY17-18		
Account			Printing	Note cards
Subtotal for orders in process:			\$69.23	\$0.00
Subtotal for completed orders:			\$0.00	\$0.00
Subtotal for orders pending approval:			\$0.00	\$0.00
TOTAL FOR 60100300 - 4340 @ DENTAL ASSISTANT			\$69.23	\$0.00
Subtotal for orders in process:			\$0.00	\$0.00
Subtotal for completed orders:			\$18.00	\$0.00
Subtotal for orders pending approval:			\$0.00	\$0.00
TOTAL FOR 60100300 - 4340 @ HEALTH SCIENCES-NURSING			\$18.00	\$0.00
Subtotal for orders in process:			\$80.84	\$0.00
Subtotal for completed orders:			\$0.00	\$0.00
Subtotal for orders pending approval:			\$0.00	\$0.00
TOTAL FOR 60100300 - 4340 @ HEALTH SERVICES			\$80.84	\$0.00
Subtotal for orders in process:			\$174.95	\$0.00
Subtotal for completed orders:			\$0.00	\$0.00
Subtotal for orders pending approval:			\$0.00	\$0.00
TOTAL FOR 60100300 - 4340 @ INDUSTRIAL TECH-ARCHITECTURE			\$174.95	\$0.00
Subtotal for orders in process:			\$48.12	\$0.00
Subtotal for completed orders:			\$0.00	\$0.00
Subtotal for orders pending approval:			\$0.00	\$0.00
TOTAL FOR 60100300 - 4340 @ INDUSTRIAL TECH-AUTO BODY			\$48.12	\$0.00
Subtotal for orders in process:			\$28.64	\$0.00
Subtotal for completed orders:			\$0.00	\$0.00
Subtotal for orders pending approval:			\$0.00	\$0.00

Print and Store Sales Grouped by Account Number - Detailed

Report Period: 8/1/2017 to 8/14/2017

Account Number	Order #	Req #	Job Name	Site/Dept	Contact	Order Type	Shipped Date	Qty	Total Price	Initial
60100700 - 4340	184184		Becoming an EPO	Academic Affairs - Dean Mahon	Ken George	Print	8/1/2017	27	\$150.90	
	184207		Notes Ch 2 9:30	Academic Affairs - Dean Mahon	Wendy Sutter	Print	8/1/2017	40	\$30.80	
	184620	n/a	LD - AHC SM Business Card for Gabriel Marquez (500)	Academic Affairs - Dean Lau	Gabriel Marquez	Print	8/2/2017	500	\$30.00	
	184652		SYLLABUS 131	Academic Affairs - Dean Lau	Jonas sturas	Print	8/2/2017	20	\$7.56	
	184986		P110Test3	Academic Affairs - Dean Mahon	Vincent Tobin	Print	8/1/2017	22	\$15.07	
	185061		309 section 1.1 handout 7/25/2017	MATH-Mathematics	Elizabeth West	Print	8/1/2017	45	\$9.68	
	185062		309 section 2.8 handout 7/25/2017	MATH-Mathematics	Elizabeth West	Print	8/1/2017	38	\$11.97	
	185063		3.7 handout	Academic Affairs - Dean Mahon	Elizabeth West	Print	8/1/2017	35	\$5.96	
	185064		section 1.1	MATH-Mathematics	Elizabeth West	Print	8/1/2017	35	\$18.04	
	185066		section 1.2	MATH-Mathematics	Elizabeth West	Print	8/1/2017	35	\$14.53	
	185067		section 1.3	MATH-Mathematics	Elizabeth West	Print	8/1/2017	35	\$14.53	
	185068		section 1.0	Academic Affairs - Dean Mahon	Elizabeth West	Print	8/1/2017	45	\$9.68	
	185083		math lab assignment	MATH-Mathematics	Elizabeth West	Print	8/1/2017	40	\$4.08	
	185099		309 section 4.4	MATH-Mathematics	Elizabeth West	Print	8/1/2017	38	\$6.46	
	185106		309 conversions for students	MATH-Mathematics	Elizabeth West	Print	8/1/2017	50	\$5.10	
	185142		enr 152 syllabus	MATH-Mathematics	Dominic Dal Bello	Print	8/1/2017	48	\$15.41	
	185144		e161 syl	MATH-Mathematics	Dominic Dal Bello	Print	8/1/2017	36	\$11.56	
	185207		309 reflections 1	Academic Affairs - Dean Mahon	Elizabeth West	Print	8/1/2017	40	\$20.60	
	185212		309 unit 1 review	MATH-Mathematics	Elizabeth West	Print	8/1/2017	40	\$14.80	
	185215		309 unit 2 review	MATH-Mathematics	Elizabeth West	Print	8/1/2017	40	\$16.60	
	185243		309 syllabus	Academic Affairs - Dean Mahon	Elizabeth West	Print	8/1/2017	50	\$16.05	
	185244		309 grade sheet and	Academic Affairs - Dean Mahon	Elizabeth West	Print	8/1/2017	45	\$9.18	

Rollout Recommendations

- One year test trial- Implement in Fiscal Year 2017-18
- CG and Business Service staff continue existing open PO process
- After one year CG will report results
 - Comparing 2016-17 to 2017-18 budget and revenue data
 - Determine if the changes met real cost of CG operation
 - Implement permanent policy and procedure changes

