

SAN DIEGO CITY SCHOOLS

Date: September 14, 2005

To: All School Principals, Child Development Center Administrators,
and Division and Department Heads

Subject: IKON COPIER BILLING

**Department and/or
Persons Concerned:** Site Administrators, School Secretaries, Financial Clerks

Due Date: October 3, 2005

Action Requested: Complete and return the attached form to the Budget Operations
Department, no later than the due date noted above.

Brief Explanation:

In order to provide more accurate budget balances for your site, the Budget Operations Department will encumber your site funds for the projected cost of your 2005-2006 IKON billing. As IKON billings are processed and posted, actual costs will be posted and encumbrances will be adjusted.

Your site's actual 2004-2005 IKON copier cost will be used for the 2005-2006 estimate.

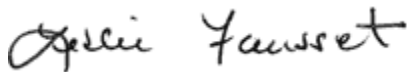
On the attached form, please indicate the budget accounts to be charged for IKON copier expenditures during 2005-2006. Return no later than October 3, 2005, to Bill Hallaran, Budget Operations Department, Eugene Brucker Education Center, Room 3209, or send via FAX to (619) 725-7628.

If you do not have an IKON copier, please disregard this circular.

Questions regarding this process should be directed to Bill Hallaran at (619) 725-7613.

Scott H. Patterson
Chief Financial Officer
Financial Operations Division

APPROVED:



Leslie Fausset
Interim Superintendent

SHP:jv

Attachment

Distribution: Lists A, C, D, E, and F

OFFICE OF SCHOOL SITE SUPPORT
Financial Operations Division
Budget Operations Department

**IKON Copier Billing
for 2005-2006**

School/Department Name: _____ Date: _____

Administrator's Name: _____ Title: _____

Administrator's Signature: _____

Budget Account Number
(Please write full chartfield string)

Percent (%)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PLEASE COMPLETE AND RETURN, NO LATER THAN OCTOBER 3, 2005, TO:
Bill Hallaran, Budget Operations Department
Eugene Brucker Education Center, Room 3209

OR SEND VIA FAX TO:
Bill Hallaran at (619) 725-7628