**Copying, Duplicating and Postage**

**New rule for charging accounts**

To: All Budget Managers

From: Julie LeBeau, Controller

In January you may have noticed that accounts that you may have included on jobs or requests for supplies sent to Print or Mail Services were not applied to the account you requested. In an effort to best align our expenses to accounts that best describe what the expenses are and to work toward consistency we made changes to what account can be used for work or supplies purchased from Printing and Mail Services.  We corrected the accounts used in January.  Transactions posted in July through December will be corrected by the end of the week, effective in February.  The corrections will follow the rule below, unless it is an agency account starting with a 50, for charging jobs and supplies from Print and Mail Services.

* Purchasing a supply (such as paper) - charge to the supplies object code 611505
* Printing or Copying jobs – charge to copying and duplicating object code 616005
* Cost of Postage and mailing – charge to postage object code 612005

Most accounts should have already been created in the operating departments/units. Accounts for gift or self-sustaining funds will be created as needed.

I understand this will cause some budget adjustments but this will better provide us with how we spend our funds for more accurate reporting in the future.  Please work with Kim Puzzo on your budget adjustments. Please contact Tim Ouimette regarding any details of what is included in the monthly charges, that level of detail is not in the general ledger nor is it stored in the Controller’s Office.

If you have questions on what was done please feel free to contact me at [julie.lebeau@wne.edu](mailto:julie.lebeau@wne.edu) or 782-1293.

Thanks

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