



# UC San Diego

## Policy & Procedure Manual

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### PURCHASING

#### Section: 523-12.2 EXHIBIT B

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#### EXHIBIT B

#### COST ANALYSIS FOR REPROGRAPHIC EQUIPMENT

1.	PROCUREMENT COST		
	Purchase Price-Monthly Cost		\$ _____
	(See Footnote A)		
	or		
	Monthly Rental		_____
		SUB-TOTAL	\$ _____
2.	MAINTENANCE COST		
	Monthly Maintenance		_____
	(See Footnote B)		
		SUB-TOTAL	\$ _____
3.	OPERATION COST		
	Paper	_____	
	Toner/Ink	_____	
	Duplicating Fluid	_____	
	Stencil/Master	_____	
	Film	_____	
	Other Supplies	_____	
	Operator (Labor including clean-up)	_____	
		SUB-TOTAL	\$ _____
4.	PREPARATION COST		
	Preparation of Master		_____
		SUB-TOTAL	\$ _____
	ESTIMATED TOTAL MONTHLY COST		\$ _____
	ESTIMATED COST PER COPY		\$ _____
	(See Footnote C)		
	MONTHLY VOLUME	_____	

**FOOTNOTES**

- A.** If equipment is to be purchased, to get monthly cost divide estimated total cost by 60 (5 year amortization period).
- B.** If equipment is on a lease or rental basis, there probably would not be a monthly maintenance charge.
- C.** To obtain the estimated per copy cost, divide the estimated total monthly cost by the estimated monthly total number of copies.
- D.** Costs must be carried to 3 places.