

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV
		C-6
How Do I Recharge Reprographics Cub Card?		

A. Brief Description

These procedures are established to assist faculty members and staff in recharging cub cards for making photo copies.

B. How To

1. The faculty member or staff must print a 'Reprographics Cub Card Recharge Form' from online and fill-out the form for approval and submission to the Instructional Multimedia Center for recharging. The form can be found on the LA City College Website at <http://adminsvcs.lacitycollege.edu/forms2/forms.htm> (IV-A-4) or by following the steps below from the website homepage at www.lacitycollege.edu.
 - a) Select **Faculty & Staff** then
 - b) Select **Forms** then
 - c) Go to **Master List of Online Forms (Login Req'd: Click Here to Access)**
 - d) Select **Click Here to Access** then
 - e) Log-In by using your **LA City College email login name and password**
 - f) Select **IT Department** then
 - g) Select **Reprographics Cub Card Recharge Form** then
 - h) Print the hardcopy of the form.
2. Print and fill-out the hardcopy of the form or fill-out the form online and print a hard copy.
3. Submit the form to the Department Chair or Head for signature of approval.
4. The form must contain the correct account number (Fund, Fund Center or WBS and G/L) for billing (chargeback) purposes.
5. The account to be charged must have a positive balance equal to or greater than the amount to be charged.
6. For all regular Academic Affairs Departments, the Fund Number is 10100 (General Fund) and the General Ledger Number (G/L) for printing, is 453100 (Constant for all departments). The Cost Center number varies from one department to another. If a Specially Funded Program or any other fund other than the General Fund is used, the Fund number may differ. Please use the correct Fund number for the respective fund. The account balance can be looked-up in the Business Warehouse (BW) or the SAP

system. Call the Budget Office at ext. 2162 to look-up the balance or if you have any question concerning the account balance or number. The Department Chairperson or Head should be able to assist regarding the account number.

7. The completed and signed form is taken to the Instructional Multimedia Center (LRC208) for the recharging of the card based on the amount approved.
8. If a faculty or staff do not have a budgetary account or fund to use (or has expended the budget or the fund is inadequate), cash or checks can be paid directly to the Business Office for additional recharging at 4 cents per copy.
9. A receipt is given to the staff or faculty member for the amount tendered to the Business Office.
10. The receipt is taken to the Instructional Multimedia Center (LRC208) for the recharging of the card based on the amount paid.
11. The card is immediately ready for use after the recharging.
12. The Instructional Multimedia Center is open from 7:30AM to 4:30PM.
13. After the closing of the Instructional Multimedia Department at 4:30PM, cub card can be recharged at the IT Department between the hours of 4:30PM to 8:30PM by calling the Help Desk at extension 2049 prior to going to the IT Department. The IT Department is located on the ground floor of the Administration Building (AD 107).
14. For further assistance, call the IT Help Desk at 2049 or the Instructional Multimedia Center at ext 2870 or 2872.