

COPYING ACTIVITY REPORT

This report is to be submitted, in duplicate, to the Department Copy Management Officer by November 30 of each year covering the previous fiscal year. Field activities should submit reports to respective headquarters organizations for consolidation.

NAME AND ADDRESS OF REPORTING ORGANIZATION

FISCAL YEAR:

Page No.

Pages

COST TO PREPARE THIS REPORT

Person Hours

Overall Cost

\$

TELEPHONE NO.

PREPARED BY

MAKE, MODEL, SERIAL NO. (Group by owned/leased, and by location within each group)	LOCATION OF EQUIPMENT (Building / room; if field activity, include street address, city and State)	Year Acquired	Condition	Total Maint./ Repair Costs	Total Supply Costs	Total Rental/ Amort. Costs	Other Costs	Total Costs	Total Volume

INSTRUCTIONS FOR COMPLETING THE "COPYING ACTIVITY REPORT" (HHS-675-A)

Group the information by owned copiers and leased copiers, and then by location with in each group.

Make, Model, Serial No.: Give make, model and serial number of each one.

Location of Equipment: The room number, street address, and town, if necessary. Be specific enough to describe where the copier is located. ("Rm. 5-101 Parklawn" is sufficient, but full addresses are needed for fields sites.) Place an asterick (*) after the address of any copier which is located in a copy center.

Year Acquired: The year the machine was initially acquired (leased or purchased) by the agency. If the acquisition was made during this fiscal year, include the month.

Condition: Describe the overall condition of the copier: E-Excellent; G-Good; F-Fair; P-Poor; U-Unserviceable.

Total Maint./Repair Costs: Report any money spent to repair or otherwise service the copier during the year. Include the cost of maintenance agreements for owned copiers here.

Total Supply Costs: The total cost of all supplies consumed during the year (paper, toner, etc.). It may be convenient to use the supply figures from the current PHS "Plain Paper Copying Equipment Cost Chart." Remember, the figures shown in the PHS Chart as "supply costs" are only for supplies; the cost of paper must be added to your calculations.

Total Rental/Amort. Costs: The total amount spent on leasing or rental for the year (including all excess-copy charges); or the amount of amortization taken on an owned copier during the year. If you already have an amortization schedule, use it and include a copy with the report. If not, use the following:

- Low-volume copiers - 36 months (those on page 1 of the PHS Chart)
- Medium-volume copiers - 48 months (those on page 2 of the PHS Chart)
- High-volume copiers - 84 months (those on page 3 of the PHS Chart)
- Offset duplicators - 120 months

(Note: You may use the PHS Chart to determine what are the life expectancies of the copiers. If a copier is not listed there, extrapolate by finding similar equipment.)

Other Costs: The total of all other costs associated with operating the copier for the year (operator salary, installation, control devices, management, accounting time or charges, etc.).

Note: When reporting the various costs, be certain that no cost is reported twice by appearing in different categories.

Total Costs: The sum of all costs shown in other columns of the report.

Total Volume: The total number of copies made on the copier during the fiscal year.

Contractor Activities: If you use contractors to perform copying services (on their equipment), or if you procure copying from another agency, add, as the last line of each sub-component's report, the total volume of the copies made by the contractor, and total amount paid by HHS for them.