



Date: September 18, 2015  
To: All School Principals  
From: Kizito Wijenje, Executive Director, Capital Master Plan

CC: Raquel Reedy, Superintendent  
Ruben Hendrickson, Chief Operating Officer  
Katarina Sandoval, Chief Academic Officer  
Tami Coleman, Chief Financial Officer  
Associate Superintendents

RE: School Site Copier Usage and Billing

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Principal:

Starting in July 2015 administration of the District copier fleet, along with monthly invoices for color copies is being handled by APS Graphics Enterprise Services (GES). Regarding color copy usage, each school will continue to be financially responsible for 100% of color copies. Regarding B/W copies, attached is a Volume Guideline Document. The document provides recommended usage numbers by month and year, by school. The numbers have been formulated by averaging copies per student and census data for each school location. The document should be used as a management tool for copy activity. If a school site consistently exceeds its monthly guideline, several options will be made available to assist in re-alignment towards operating within limited resources.

*\* In the event that a school location is required to provide **State or District Mandated** materials, in excess of 1000 copies, the District will provide copy and delivery services through Graphic Enterprise Services (GES), at no charge to the school. Lead-time requirement for GES services is a minimum of 7 days.*

Below is the contact information for GES and for billing:

GES Contact Information:

GES  
912A Oak ST  
Albuquerque, NM 87106  
505-842-3696  
[inquiry.GES@aps.edu](mailto:inquiry.GES@aps.edu)

Billing:

Jamie Owens  
Technical Assistant  
505-288-7535  
<mailto:Jamie.Owens@aps.edu>

Also attached to this memo are the following documents of frequently asked questions.

- B/W School Volume Guidelines
- Xerox Start-Up FAQ Document
- Customer Service and Support FAQ Document

If more information is required, please contact Jamie Owens at GES, or visit the link below:  
[www://www/aps.edu/graphics](http://www/aps.edu/graphics)

We would like to thank everyone in advance for their cooperation.