



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
JAPAN
Unit 5072 APO AP 96328-5072

SOP #14

PACIFIC

May 19, 2005

MEMORANDUM FOR JAPAN DISTRICT SCHOOL ADMINISTRATORS

SUBJECT: Fuji Xerox Copiers

All schools must stay within the contracted number of copies and ensure the accurate recording of the meter readings. We currently have the following models in our schools:

<u>Model</u>	<u>Minimum Copies/Month</u>
1. DC251FS	2,000
2. DC280FSD	2,000
3. DC401FSD	10,000
4. DC505	20,000
5. DC605	30,000
6. DC705	50,000
7. DCC450CPS (Color)	1,000

By NLT the end of July 05, Xerox will replace the various older black and white model copiers in our facilities with two (2) new model copiers. This effort will allow us to have more efficient operating copiers in our schools/DSO and we will save funds by cutting back on excess copy charges. Our new assortment of copiers is listed below.

<u>Model</u>	<u>Minimum Copies/Month</u>	<u>Excess Copy Charge</u>
1. DC350B	5,000	\$0.0259
2. DC550I	20,000	\$0.0121
3. DC450CPS (Color)	1,000	\$0.0324
(B/W)	10,000	\$0.0121

Please ensure that:

1. The meter reading, that is faxed to the schools and the DSO quarterly by Xerox, is faxed or emailed back to Xerox by the suspense date.
2. The use of the copiers should be monitored closely and proper controls put in place to assure appropriate use according to needs of the school. However, we understand that there will be an overage of copies used at many sites due to needs indicated on the usage spreadsheet provided for last year. The new copiers have a set standard of copies which in some cases will be even lower than what you had before. So, in an attempt to reduce excess copy costs, we have requested that Xerox reduce the various types of copier models down to only three models. By doing this, Xerox will look at the total number of copies allocated to the district for that model and average the usage cost accordingly. If we have 17 copiers that exceed their limits by several thousand we anticipate that overage will balance out with the remaining copiers that don't reach their limits.

In our investigation of last year's usage, the average quarterly amount of copies use for the district was 4,867,441 copies. The minimum quarterly amount of copies currently allocated to the district is 4,800,000 copies. As you can see, we are over by 67,441 copies.

If we could have averaged out the usage, we would have basically broken even or been under. With this new approach, we will be able to do that and save a great deal of money on the type copiers being used.

Excess copy charges can be charged back to the schools Printing and Reproduction- Local Purchase account if deemed necessary by the district office. Also, if needed, the copiers can be password protected to restrict access. And they can also be set to shut down when the monthly or quarterly machine minimum has been met.

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Bruce Derr
Superintendent , Japan