**From:** Pattie Grela
**Subject:** Mandatory Fees on Requisitions
**Date:** Wednesday, September 05, 2007 3:07:53 PM

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**Subject: MANDATORY FEES**
**Message No: 8**

**To ALL Initiators:**

Effective immediately, the following **mandatory fees** need to be entered as a separate line item on requisitions:

- **The CA Electronic Waste Fee ($8) – applies to all monitors, laptops, and TV's**
- **The Computrace Fee (LoJack®) ($106) – applies to all laptops**

Please make sure these fees are listed separately when obtaining a written quotation from the vendor.

*It is our intent to use this distribution list to transmit information and updates related to the Procurement module of SDCCD's Colleague Financial system, as well as the general purchasing of goods and services. These notices are directed to Initiators, Approvers, and Receivers and will be issued from time to time. We invite you to peruse our website http://bussrv.sdccd.edu/purchasing/ which has information for employees and vendors.*