



Pay for Print



1. **Students are charged 10 cents per page for printing at BCTC.** This charge applies to classroom printers, open lab printers, and LRC printers.
2. **To check the balance left on your print account,** look for the small pop-up display box on the computer when you log into a college computer. It will display the amount you have left. For instance: a print balance of \$1.00 is equivalent to 10 pages of printouts left in your account. It will show as \$0.00 when you have used up all of your printouts.
3. **You start out the semester with some free printouts in your account.** Each BCTC student will be credited at the beginning of each semester period (fall, spring, summer) with 50 “free” pages. If you then want to make additional printouts after your free printing allotment is used up, **you may then add money to your print account.**
4. **Adding money to your print account:**
 - **To add money to your print account during normal business hours** at Cooper and Leestown, students should go to the Business Office. Students can buy print **vouchers** in amounts of either \$1.00 or \$5.00 at the Business Office. Using the website and print code provided on the voucher, students can then go to any college computer and replenish their print account.
 - **After the Business Office is closed** (Business Office hours are 8:00am - 5:00pm), **and at extended campuses where no Business Office functions exist,** a designated person will keep vouchers which can be issued to the student. The voucher will contain 2 parts. The 1st part includes a print code and instructions the student will use to credit their print account using the website printed on the voucher, and the 2nd part will be a “promissory note” stating the student understands the amount will be charged to their PeopleSoft financial account. The 2nd part of the voucher then will be sent to the BCTC Business Office so the appropriate amount can be posted to the student’s account.

Where to Go for Print Vouchers to Add to Your Account

Business Office - Cooper Oswald Building, Rm.215

Business Office - Leestown Building C, Rm. 126

Extended Campuses:

Regency: See Open Lab Manager

Danville: See Front Office Staff

Lawrenceburg: See Front Office Staff

Winchester: See Front Office Staff

After Business Hours (after 5:00pm) at Cooper Campus:

LRC: See Librarian

Moloney Lab: See Lab Attendant