

**Crop and Soil Sciences**  
 Responsibility for Operating Costs  
 Last Updated: 1 September 2004

<b>Department</b>	<b>Faculty</b>
Legal Pads, note pads, copy paper, stationery, business cards, labels, etc.	Specialty papers
Pens, pencils, markers, chalk	Printing costs, publications
Gem clips, binder clips	special mail outs
Envelopes	Printer cartridges, computers, printers, software, and peripherals
USPS general mail	Overnight, special delivery (UPS, Fed Ex, USPS, etc.)
Long distance phone charges	Cell phones, radios, etc.
Copier charges	library copy charges
Service, maintenance, and fuel associated with departmental vehicles	Service, maintenance and fuel associated with individually operated vehicles
Service contracts with general departmental equipment	Service contracts with programmatic equipment
Utilities and other related office, laboratory, greenhouse and farm maintenance and improvement	