

ID Card/Pay to Print Meeting Agenda

August 7, 2013

1. **Review last meeting minutes**
2. **Equipment deployment and location for 2nd pilot**
3. **Discuss student refund process**

The student will have account and balance with ePrintIt, if they request refund, what is the SOP for us to follow? FHDA does not have problem to validate the students' status (active, inactive, OK to refund..etc), but the actual refund should come from ePrintIt.

4. **Discuss non-credit card users and pre-paid card process**

Be able to add to the student account without selling the prepaid card, the best solution seems to be to let student buy the card and transfer the balance to their accounts using self-service.

5. **Discuss revenue reimbursement from ePrint to cover incidental cost (paper..etc)**

How do we get the revenue reimbursement to cover the paper and administrative costs, will this be done when ePrintIt send us an invoice the same time with a check? or this can be done in a monthly basis? Can the check be split between two colleges?