

FOR OFFICE USE ONLY

COMAL INDEPENDENT SCHOOL DISTRICT

Data Processing Services Rendered for Public Information Act Request from an Outside Organization

Organization: _____

Date of Request: _____

Date Completed: _____

Prepared By: Dorinda Bustamante

Charge

Standard size paper copy	_____ page(s)	\$.10 per page	_____
Computer label (standard)	_____ label(s)	\$.05 per label	_____
Oversize paper copy	_____ page(s)	\$.50 per page	_____
Specialty paper	_____ page(s)	Actual cost	_____
Diskette	_____ diskette(s)	\$1.00 each	_____
CD	_____ CD(s)	\$1.00 each	_____
Emailed	_____	No Charge	_____

Computer resource charge

Mainframe	_____ minute(s)	\$10.00 per CPU minute	_____
Midsized	_____ minute(s)	\$1.50 per CPU minute	_____
Client/Server	_____ hour(s)	\$2.20 per clock hour	_____
PC or LAN	_____ hour(s)	\$1.00 per clock hour	_____
Programming time charge	_____ hour(s)	\$7.13 per quarter hour	_____
Clerical time charge	_____ hour(s)	\$3.75 per quarter hour	_____
Overhead	20% of personnel		_____
Miscellaneous supplies	Actual cost		_____
Postage and shipping charge	Actual cost		_____

Fax Charge

_____ page(s)	\$.10 per page	_____
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Minimum programming charge for any request is \$28.50

TOTAL CHARGE----- _____

(payment must be received at time of "purchase")

I acknowledge receipt of the above item(s).

Signature

Date

I acknowledge receipt of _____ in payment of above.

Signature

Date

By law, personal information about students and/or staff in the Comal ISD is not released if they request that their information remain confidential.