**Procedure for allocating Xerox Charges**

* Receive spreadsheet from Xerox showing machine charges

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* Allocate the “Total Monthly Cost” column “M” amounts to the charge number in column “E” (Debit)
* The offsetting credit goes to 01-10-500404-75510 - Information Technology : Rental of Equipment
* Note: The Xerox Spreadsheet is not set to round. A penny or two adjustment may be needed to balance to the spreadsheet
* Below is the completed JE

