



Menu of Services

(Account #2210212)

The following table shows all services available and costs associated with various functions within the School of Education.

Service or Fine	Cost
Oral Proficiency Test	\$10
PRAXIS Test Preparation Packet	\$25
Student Teaching Application Late Fine	\$25
Curriculum Center Services/Student Supplies	\$5
Curriculum Center Late Return Fine	\$5/day
Curriculum Center Replacement Fine	Cost of Item

Policies and Procedures Related to These Services:

Individuals will request a service or incur a fine from the list above. If the individual is an active student at CSU-Pueblo, the School of Education (SoE) will provide the service or assess the fine and fill out the “Request for Student Accounts Receivable Billing” form. A copy of this form will then be submitted to the BFS Billing Specialist for processing. This will place the charge directly on the student’s bill. If the individual is not a current CSU-Pueblo student, the SoE will provide the necessary Cashier’s Cage form for the service or fine. The form will show what the service is, the cost, the patron’s name, the date, a phone number to call for questions, and the account number and object code where the funds should be deposited by the Cashier’s Cage. The patron will take the completed form to the Cashier’s Cage and pay the corresponding amount. The Cashier’s Cage will issue a receipt that will be taken back to the SoE. The SoE office will keep a copy of this receipt and log the services on a secure, departmental spreadsheet. Each month, the Administrative Assistant III of the SoE will reconcile the receipts of both processes by comparing departmental records with those in KFS.