

FAX, COPIER AND PRINTER USE

General Statement

District faxes, copiers and computer printers, along with related supplies, should be used only for official School District business.

Procedures

Any personal use by staff must be reimbursed to the petty cash officer located at each building location at the cost of \$.05 per color copy or color computer print-out, or \$.15 per fax page.

Adoption date: April 18, 2006