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COPY AND FAX MACHINE POLICY

Copy Machine:

1. Board approval needed for personal copying of more than 10 pages.
2. Copies in excess of 10 copies will be charged \$0.15 per copy.
3. Copy machine is to be operated by office staff or Board members only.
4. Social committee use must be reasonable and approved.

Fax Machine:

1. There is no charge for personal Faxes up to 5 pages.
2. Fax pages in excess of 5 pages shall be charged \$1.00 per page.
3. Fax machine is to be operated by office personnel or Board members only.

Approved Amy R Boss
4-14-10