


<p>Tucson Unified School District</p>  <p>GOVERNING BOARD POLICY</p>	POLICY TITLE: Copier Management
	POLICY CODE: EGAB
	LEAD DEPARTMENT: Facilities & Purchasing

Tucson Unified School District copier management includes: acquiring, maintaining, using and record keeping according to the following guidelines:

- All copier and duplicator acquisitions must go through the Purchasing Department.
- General maintenance and use will be managed by designated trained personnel at each site and/or department where the copier resides.
- Use of copiers must be for District business and activities only. Large print jobs must be sent to the Print Shop.
- Records of copies will be maintained and regularly shared with the Site or Department Administrator.

Adopted: July 12, 2005

Revision:

Review:

LEGAL REF.: Policy # DID – Asset Management

CROSS REF: DID – Asset Management, ECF – Resources Efficiency Awareness Program (REAP), #3751 - Efficient Paper Utilization, and potential future cross references with EGAD – Copyright Compliance and Release of Confidential Information.

Replaces TUSD Policy # N/A