

## **3-02-150 Photocopy Machine Regulations**

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**Effective Date:** 06-19-14

**Review Date:** 04-22-15

**Revision Date:** 04-22-17

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for use of the photocopy machine.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to or working at PDC-South Facility.

### **ORDER:**

All photocopy machines located at PDC-South Facility are for County use only and shall not be used for personnel business. Copiers are intended for use by facility staff. Other county users must supply their own paper.

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