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| <p>Tucson Unified School District</p>  <p><b>GOVERNING BOARD POLICY</b></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**