
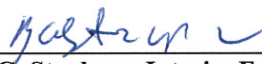




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2014	Copy Machines
Origination Date: May 1997	
Revision Date: March 2004; June 22, 2007; June 11, 2008; July 30, 2010	
Reviewed Date: March 2005; March 15, 2006; July 10, 2009; September 24, 2012; July 21, 2013; October 7, 2014, October 17, 2016	
Approved:	
 _____ Paul Ascari, Chief Financial Officer	 _____ Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to maintain copy machines at peak performance for use of the staff to copy material for use in programs and in sharing and reporting information.

PROCEDURE:

1. A full maintenance agreement is maintained to keep each copier operational.
2. A copy of the maintenance agreement is kept in the Business Office.
3. Each site is responsible for scheduling repairs. When the copier is not operating properly, the designated person at the site contacts the company within the business day.
4. Each site orders supplies for the copier(s) at that site. A purchase requisition is submitted to the Business Office and a purchase order is issued in accordance with purchasing guidelines. With most maintenance agreements, toner and parts for repair are included in the agreement. Paper and staples need to be ordered through the Cobb County Community Services Board and the Douglas County Community Services Board purchasing department.