
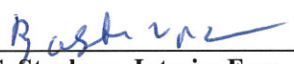




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Page 1 of 1

Policy # 2027	Office Equipment
Origination Date: May 1997	
Revision Date: March 2004; April 14, 2006; June 2011	
Reviewed Date: June 22, 2007 ; July 2, 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 provide office equipment as needed and to maintain the office equipment in working order.

PROCEDURE:

1. All office equipment is ordered through the Business Office with prior approval of the Department Directors, Chief Financial Officer, and, if cost exceeds \$500.00, the Executive Director.
2. Equipment that is out of order will be repaired in accordance with the Servicing of Equipment policy, or replaced if it cannot be repaired.