

**DCCCD BUSINESS PROCEDURES MANUAL
PERSONAL USE OF REPRODUCTION EQUIPMENT/SERVICES
SECTION 18.0.0**

REV. 12/10/01

PAGE 1

=====

PERSONAL USE OF REPRODUCTION EQUIPMENT/SERVICES 18.0.0

GENERAL 18.1.0

- A. Materials processed through expense-generating devices such as copiers, offset presses, and postage meters must be relevant to DCCCD business. Personal items or items relating to clubs or community activities of DCCCD employees may not be processed at taxpayer expense.
- B. Exceptions to this rule may be authorized in writing by the appropriate division administrator of the person requesting such exception. Such division administrator shall be responsible to DCCCD for such decision. The District must be reimbursed for the cost of the service provided.

EXCEPTION PROCEDURE 18.2.0

If a legitimate reason exists for an employee to use reproduction services for non-DCCCD business, such as for civic or professional organizations, the following procedure will apply:

- A. The employee desiring the service shall prepare a memorandum describing the nature of the service required and all pertinent details, including quantity and information required.
- B. The employee's immediate division administrator shall review the request. If, in the division administrator's opinion, the purpose for which the service is intended warrants DCCCD's complying with the request, the division administrator may authorize the service to be performed by signing and dating the request.
- C. The employee may then take the authorized request to the appropriate reproduction center.
- D. If, in the judgment of the reproduction center supervisor, the requested service can be performed without interfering with DCCCD business, the reproduction center supervisor will note the charges, obtain the employee's signature and the date received, and forward all papers to the College Cashier.
- E. If copier service is requested, the employee may generate his/her own copies, with approval from the employee's division administrator; however, the employee shall not monopolize the machine and prevent its use for regular DCCCD operations.

DCCCD BUSINESS PROCEDURES MANUAL
PERSONAL USE OF REPRODUCTION EQUIPMENT/SERVICES
SECTION 18.0.0

REV. 12/10/01

PAGE 2

=====

EXCEPTION PROCEDURE (Continued)

18.2.0

- F. An employee will reimburse DCCCD for any reproduction services performed by payment to the Business Office Cashier immediately upon completion of the service.
- G. Both the employee using the service and the division administrator authorizing its use will be accountable for the employee's use of DCCCD facilities. Non-business use will always be given a low priority.