

## Printing and Duplicating Services

Use of District Copy Machines: The use of copy machines is expressly for the reproduction of instructional and administrative materials directly related to the purposes of the District.

### Procedural Regulations:

1. Any exceptions to this policy must be authorized by the Administration and a fee, established by the Board, shall be charged.

### Fee Schedule:

Duplicator:	\$2.00 per master and up to 100 copies
Offset Press:	Minimum charge of \$3.00 for 100 copies or less – 3¢ each additional copy 4¢ per copy for printing both sides of paper
Xerox-type:	Maximum quantity of 20 copies – 20¢ per copy