

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

**10.09.03**  
**PHOTO COPY FEES**



Adopted: 12/20/16  
Reviewed: 05/08/18  
Revised: 00/00/00

Approved:

A handwritten signature in black ink, which appears to read "Tony Fisher".

**Purpose:** Spokane County Fire Protection District 8 may, from time to time, have requests from individuals to photocopy documents. The photocopy machine is District owned and maintained equipment financed by the taxpayers of the district.

**References:** N/A

**Procedure:**

1. Fees.

- a) Fees charged for photocopy use will be collected and distributed by the District Secretary.
- b) The following schedule is to be used to determine the cost for request of private use of the photocopy machine:
  - i. 1-5 copies (per person per week) No Charge
  - ii. 5-50 copies (per person per week) \$.10 per copy
  - iii. 51 copies and above Not available\*
- c) \*Persons having copy needs of this quantity may be serviced by nearby vendors in the copy business.
- d) All copies will be made by Spokane County Fire District 8 personnel.
- e) There shall be no discount or omission of charge if the requesting party supplies the paper.