

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

### 10.11.03 OFFICE SUPPLIES AND EQUIPMENT



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

Approved:

A handwritten signature in black ink, appearing to read "Tony Hudson", is written over a horizontal line.

**Purpose:** To identify acceptable uses for office supplies and copiers owned by the District.

**References:** N/A

**Procedure:**

1. Office Supplies and Equipment.
  - a) Office supplies are to be used for business purposes only.
  - b) Copiers may be used for limited personal use.