

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.09.03 PHOTO COPY FEES



Adopted: 12/20/16
Reviewed: 12/15/23
Revised: 12/15/23
Approved: Lonnie J. Rash

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 Finance Manager.
- 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.