

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

### 10.11.03 OFFICE SUPPLIES AND EQUIPMENT



Adopted:	12/20/16
Reviewed:	06/30/23
Revised:	00/00/00
Approved:	<i>LonnieJ Rash</i>

**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.