

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Administrative Procedures for Policy #5440 (Business)
Regarding Use of Copying Equipment**

- I. Copiers are not intended for personal use.
- II. Employee use of copying for non-work-related tasks must be approved by the principal, director, or assistant superintendent. If approved, the employee will be charged ten cents (\$0.10) per black and white copy and sixty cents (\$0.60) per color copy. All copies will be made by authorized CCPS staff.
- III. Any outside organization or individual requesting copying of printed material on an emergency basis must be approved by the principal, director or assistant superintendent. If approved, the organization or individual will be charged twenty-five cents (\$0.25) per black and white copy and eighty cents (\$0.80) per color copy. All copies will be made by authorized CCPS staff.
- IV. Payment of Fees:
 - A. In school buildings, payment of fees is to be made to the building financial secretary after copying has been completed. A receipt will be given at the time of payment, and the fees will be deposited into the school's activity fund.
 - B. In the central office, payment of fees is to be made to the Coordinator of Communications after the copying has been completed. A receipt will be given at the time of payment, and the funds will be deposited into the general fund and designated for copier supply replacement and/or copier maintenance.
- V. For additional information regarding printing services, contact the Copy Center at 443-550-8155.
- VI. Employees who violate this policy may be subject to disciplinary action consistent with Calvert County Public Schools Policy 1750.

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Procedure Written: 1/10/08

Procedure Revised: 1/31/11; 7/15/11; 4/15/15; 5/9/18; 1/31/23

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