

CHAPTER:	Administrative Services	DATE ADOPTED: August 10, 1999	NUMBER
ADMINISTRATION		Revised: November 15, 2005	213
Reviewed:		August 11, 2020	
SYNOPSIS:			
1	Telephone		
2	Printing and Copying		
3	Supplies and Equipment		
1	Telephone: Personal use of the telephone system is acceptable to the extent that such use is minimal, reasonable, and at no charge or cost to the College.		
2	Printing and Copying: Printing and copying services shall be provided for authorized College programs. Services to non-profit community groups or College personnel may be authorized by the President or designee with the cost of such services borne by the user.		
3	Supplies and Equipment: Supplies and equipment shall be provided for use in authorized college departments and programs. Use by non-profit community groups of College personnel may be authorized by the President or designee.		