



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3520  
Page 1 of 1

## Business & Non-Instructional Operations

### Office Services

#### 1. Purpose and Scope

To establish a system to control the use of district duplicating services and a method of reimbursement when used by other than regular staff members.

#### 2. Regulations

The Assistant Superintendent, Business and Operations, shall be responsible for administering and monitoring the use of the district duplicating service and the division head/principal shall be responsible for administering and monitoring the use of duplicating equipment at the schools.

Regulation  
approved: 1/13/87