



Huntington Beach Union High School District Board Policies and Administrative Regulations

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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