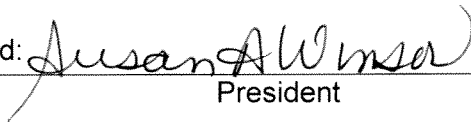


**AIKEN TECHNICAL COLLEGE
POLICY**

Policy Title:	REPRODUCING PRINTED MATERIAL	Policy Number:	2-2-106
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy:			
Associated ATC Procedure:	2-2-106.1		

Approved:


President


Commission Chairperson

Date

Adopted: 07/01/2004

Date

Revised: 02/11/2008

It is the policy of Aiken Technical College to minimize the unauthorized or uneconomical reproduction of printed materials. The Director of Procurement and Auxiliary Services is responsible for selecting copying equipment, coordinating copier maintenance and establishing control procedures for all equipment, regardless of location.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2012		