

TYPEWRITER POOL POLICY
Adopted 9/9/03

1. PURPOSE

The purpose of this policy is to create a typewriter pool. Typewriters are loaned to departments while departmental typewriters are being repaired to avoid paying for expensive typewriter service contracts. The authority to establish the typewriter pool is with the Tuscola County Board of Commissioners. This policy applies to all departments who have budgets adopted and funded by the Board of Commissioners. The Controller/Administrator shall be responsible for implementation of this policy.

2. POLICY

2.1 Departments are not authorized to pay for service contracts on typewriters. If a departmental typewriter needs to be repaired, a typewriter will be loaned from the typewriter pool. Upon return of the repaired typewriter, the loaned typewriter will be returned to the typewriter pool.