

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	315
		Original Date	04/12/1996
	Department: Business Office	Revised Date	01/09/2014
	Copy Machine		

POLICY:

The use of the copy machine will be in accordance with the Department of Public Health and Human Services copying cost policy (Attachment #1).

PROCEDURE:

1. Payment is due at the time copies are made.
 - A. Payment will be given to office staff.
 - B. Checks should be made out to the State of Montana.
 - C. Money will be deposited to the State Treasurer.