

To: Wabash Township Board

From: Julia Byers, Trustee
Wabash Township, Tippecanoe County

Subject: Photocopying Policy

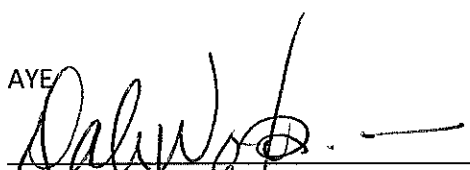
Date: February 25th 2014

Attached to this memo is a copy of the recommended "Photocopying Policy for Wabash Township."

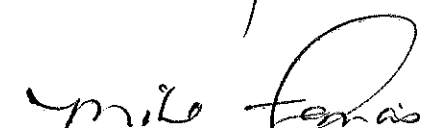
I am requesting the Township Board to adopt the attached "Photocopying Policy" making it retroactive from March 19, 2012 as per requirement of state statute.

AYE

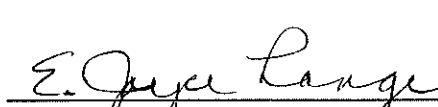
NAY



Chairman of the Board



Secretary of the Board



Member of the Board



Julia Byers, Trustee
Wabash Township Tippecanoe County

**Wabash Township Trustee's Office
Photocopying Policy**

In order to conduct the business of the township and to assist the township's employees in performing their duties, it is recognized that the township may be asked to provide photocopying services to the residents of Wabash Township. This policy is designed to set the cost for such service.

Single sheet (s)

The approved cost is \$0.25 per page.

Township Assistance Packet

The approved cost is \$10.00 per packet.