

UUCA Copier and Postage Code Risk Management Procedures

UUCA Employees and leaders of teams/groups will be assigned codes for using the copiers and postage machine. The Administrator or designee will determine if an individual or leader has a budget line item for making copies and/or postage

Please do not make personal or unauthorized copies using the UUCA copier, or using the postage machine for personal or unauthorized use.

UUCA has a limited number of copies on our monthly copier contract. When we exceed the contracted number of copies, we pay a higher per copy rate.