

Notice

Date: March 18, 2005

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

To: General Authorities and the following leaders in the
United States and Canada: Area Authority Seventies;
Stake and District Presidents; Bishops and Branch
Presidents; Directors for Temporal Affairs; Facilities Managers

From: Office of the Presiding Bishopric

Subject: Meetinghouse Local Unit Copier Program Changes

Over the next three years the current practice of leasing copy machines for Church meetinghouses will be discontinued. In its place the Church will purchase one copier for each meetinghouse library and one for each stake office as part of the standard meetinghouse furnishings. Copiers in excess of the authorized number will not be tracked, maintained, or replaced by Physical Facilities. After all authorized copiers have been replaced or purchased, stakes will be financially responsible only for the purchase of copier supplies. All service, parts, and labor will be covered under a service agreement that is included in the purchase of the copier.

During this three-year implementation period, each stake will be contacted individually with information about its transition to the new purchased copier program.

If you have questions, please call Copier Administration at 1-801-240-4111 or 1-800-453-3860, ext. 2-4111, or e-mail RE-HQ-UnitCopy@ldschurch.org. Or contact your Facilities Manager.

This notice is being distributed in English only in the United States and Canada. If leaders need it in other languages, they may contact the Area Presidency who can forward requests to Project Coordination at Church headquarters (ext. 22933). 00253