NORFOLK STATE UNIVERSITY

PRINTING, SCREEN PRINTING, AND EMBROIDERY

Policy Title: Printing, Screen Printing, and Embroidery

Policy Type: Administrative

Policy Number: 43-32 (2014)

Approved: 04/03/2015

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

The University has established policy governing the procurement of printing, screen printing, and embroidery services

DEFINITIONS
None

CONTACT(S)
Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies https://www.nsu.edu/policy/bov-01.aspx* through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)
University Community

PRINTING, SCREEN PRINTING AND EMBROIDERY POLICY CONTENTS

All printing, screen printing, and embroidery requirements which cannot be filled by the University's Printing Department or existing state contract must be procured through Virginia Correctional Enterprises (VCE). A summary of work performed by VCE follows.

Printing Services: Services include black and white, multi-color, and four-color process offset and digital printing. VCE prints a variety of flat and coil, GBC, tape, saddle stitched, and perfect bound publications. Imprinted three-ring binders are available from VCE as are special perforations and numbering services. Agency letterhead and business cards are available as well as envelopes (kraft, regular window, special window, custom designs). VCE desktop publishing software support includes QuarkXpress9, Adobe CS 6, and Microsoft Office 2010 Publishing. VCE services include document file storage for future access, updating, re-purposing, and reprinting.

VCE services include document file storage for future access, updating, re-purposing, and reprinting.

Embroidery: All services needed to embroider logos or special graphics to any piece of apparel or textiles.

Silk Screening: Full-service silkscreen and/or foil stamping services.

Should VCE be unable to perform work shown on the above summary, Procurement Services will obtain a release from VCE to procure from another source in accordance with university policy.

EDUCATION AND COMPLIANCE

The intent of this policy is to inform and provide guidance to the campus departments and activities on the contents of this policy. Training will be provided on an annual basis and will be incorporated as part of Procurement Services annual training workshops.

PUBLICATION

This policy shall be widely published or distributed to the University Community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, within 14 days' approval,

- Submit this policy for inclusion in the online Policy Library with 14 days of approval;

- Post the policy on the appropriate webpage; and

- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 03/14/2024

- Approval by, date: President, 04/03/2015

- Revision History: 07/01/1995; 07/01/2014; 04/03/2015; 02/08/2017; 03/14/2018; 4/5/21

- Supersedes: Procurement Services Policy and Procedure No. 19

RELATED DOCUMENTS

(Governing Rules - § 23.1-1017. Covered institutions; operational authority; procurement (virginia.gov)

Higher Ed Manual - Bill Tracking - 2008 session > Legislation (virginia.gov)

FORMS
There are no related forms associated with this poli