



## PRINTING SERVICES

**Policy Title:** Printing Services Policy

**Policy Type:** Administrative (2014)

**Policy Number:** 46-03

**Approved:** 12/16/2021

**Responsible Office:** Auxiliary Services

**Responsible Executive:** Vice President for Finance & Administration

**Applies to:** Students, Faculty, Staff, Vendors, and General Public

### POLICY STATEMENT

This policy sets forth guidelines for all departments, schools, divisions, offices and other entities of the University when requesting printing services.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	1
Contacts.....	1
Stakeholder(s).....	2
Printing Services Policy Contents.....	2
Education and Compliance .....	2
Publication.....	2
Review Schedule.....	3
Related Documents.....	3
Forms.....	3

### DEFINITIONS

There are no definitions.

### CONTACT(S)

Auxiliary Enterprises and 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/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf> through the appropriate governance structures. Questions regarding this policy should be directed to Auxiliary Services.

## **STAKEHOLDER(S)**

Campus community, students, and vendors

## **PRINTING SERVICES POLICY CONTENTS**

This policy sets forth guidelines and procedures for all departments, schools, divisions, offices and other entities of the University when requesting printing services. Printing Services will make every effort to provide quality and timely services to the campus community. All orders for printing and copying must be made through Printing Services. Exceptions to this policy are items that can be efficiently and economically produced on equipment other than that which is located in Printing Services, and those items that require techniques/equipment beyond the scope of Printing Services must receive prior approval from Printing Services. Printing Services must be contacted at the earliest planning stages to determine if the project can be performed on campus and priorities will be assigned. Printing Services must have an approved proof sheet and a purchase order before beginning any work. If the project cannot be completed on campus it must be sent to Virginia Correctional Enterprises (VCE) who will grant a waiver to outsource the project if they cannot complete said project. All waivers are reviewed on a case-by-case basis.

## **EDUCATION AND COMPLIANCE**

The intent of this policy is to provide guidance for the university on how to submit printing projects and obtain printing services. It will be the responsibility of Printing Services staff to ensure compliance with Virginia Identity Transformation Agency Contract guidelines and all requirements set forth in this policy. Printing Services maintains compliance with Agency Risk Management and Internal Control Standards (ARMICS), mandated by the Commonwealth of Virginia, to support operational efficiency and financial accountability.

Violations of this policy will be reported to the appropriate department officials to include but not limited to Procurement Services and Auxiliary Services.

## **PUBLICATION**

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

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online [Policy Library](#) within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/or Website;

- 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: 04/03/2024
- Approval by, date: President, 12/16/2021
- Revision History: 05/21/2007, 5/1/2014, 06/05/2015, 06/15/2016; 06/12/2017; 04/03/2018, 04/03/2021
- Supersedes: None

## **RELATED DOCUMENTS**

There are no related documents associated with this policy.

## **FORMS**

Located on the Printing Services Forms Webpage:

Business Card Ordering Form

<https://www.nsu.edu/Assets/websites/printing-services/forms/business-cards.pdf>

Stationary Order Form

<https://www.nsu.edu/Assets/websites/printing-services/forms/stationary-order.pdf>

Work Order Form

<https://www.nsu.edu/Assets/websites/printing-services/forms/work-order.pdf>