Policy Title: Printing Services Policy
Policy Type: Administrative (2014)
Policy Number: 46-03
Approved: 07/14/2014
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.

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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/policy/bov-01.aspx 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.

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: 04/03/2021
- Approval by, date: President, 07/14/2014
- Revision History: 05/21/2007, 5/1/2014, 06/05/2015, 06/15/2016; 06/12/2017; 04/03/2018
• 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/printing-services/forms

Stationary Order Form
https://www.nsu.edu/printing-services/forms

Work Order Form
https://www.nsu.edu/printing-services/forms