DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 4/18/2007

APPLICABILITY/ACCOUNTABILITY

This policy applies to all departments, units, and divisions of the university.

POLICY STATEMENT

To ensure consistent quality and compliance with university graphic standards, all print jobs that are not produced by a department, unit, or division on their respective printing devices must be forwarded to UCF Print and Digital Communications (PDC) for quotation and execution. Print jobs that require external printing support will be competitively bid by PDC to obtain the best value for the customer using pre-approved commercial printing vendors. PDC serves as the liaison for all print jobs and will ensure quality and cost control and that delivery times are met.

All print jobs (including print jobs that are produced by departments, units, or divisions on their respective printing devices) must meet the UCF Graphic Standards set forth by the university.

DEFINITIONS

Print job. Requests for any black-and-white and full-color printing of letterhead, envelopes, brochures, newsletters, memo pads, etc., from university personnel.

Printing services. The process of printing ink or toner on paper and can include folding, collating, cutting, and binding of produced publications.
PROCEDURE

UCF Print and Digital Communications will receive print jobs and promptly review the document to determine the best production methods, anticipated costs, and appropriate preparation of materials to be printed. Content or formatting issues not related to UCF Graphic Standards are the responsibility of the requestor. Inconsistencies with UCF Graphic Standards will be referred to UCF Marketing.

PDC will assist in planning, arriving at suitable bids, meeting deadlines, and obtaining delivery. Also, PDC will maintain audit trails and for jobs that require external printing support will serve as the liaison between the customer and the producing vendor to assure that the bid specifications have been faithfully followed and delivery times maintained. All printing and graphics work orders will be scheduled on a first-come, first-served basis. Exceptions can be made for priority requests, but a rush charge may be added. Printing services will be billed to the responsible department.

RELATED INFORMATION

♦ UCF graphic and brand identity standards https://brand.ucf.edu/

FORMS

UCF Printing Services Job Ticket

♦ Submit all orders through UCF Print and Digital Communications’ website https://printing.ucf.edu.
♦ A printable order form is also available via the website.

INITIATING AUTHORITY Vice President for Administration and Finance