

SUBJECT: Printing Services	Effective Date: 6/3/2016	Policy Number: 3-302.2	
	Supersedes: 3-302.1	Page 1	Of 3
	Responsible Authority: Director of Business Services		

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

APPLICABILITY/ACCOUNTABILITY

This policy applies to all departments, units, and divisions of the University of Central Florida located in Orange and Seminole County.

POLICY STATEMENT

To ensure consistent quality and compliance with university graphic standards, all printing (including printing that is produced by departments, units, or divisions on their respective devices) must meet the UCF Graphic Standards set forth by the university.

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 for quotation and execution in order to ensure print job quality control and cost effectiveness are obtained for the university. UCF Print and Digital Communications (PDC) will review print jobs for compliance to UCF Graphic Standards.

Print jobs that require external printing support will be competitively bid by PDC to obtain the best value and service for the university with PDC serving as the print job liaison.

In qualifying circumstances a written waiver may be granted by the director of Business Services. Departments, units, and divisions would be responsible for adhering to UCF Purchasing requirements and UCF Graphic Standards.

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

Qualifying circumstances. Situations where PDC is not able to produce a print job logistically, within a specified time constraint, or cost competitively, as determined by PDC.

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/>.
- UCF Purchasing manual <http://purchasing.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 and Chief Financial Officer

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>3-302.2</u>	
Initiating Authority: <u>Will J. Mankin</u>	Date: <u>6-1-16</u>
University Policies and Procedures Committee Chair: <u>Shonda L Bishop</u>	Date: <u>5/27/2016</u>
President or Designee: <u>John C. Hill</u>	Date: <u>6/3/16</u>

History 3-302 4/8/2007, 3-302.1 1/8/2015