

SUBJECT: Printing Services	Effective Date: 4-18-07	Policy Number: 3-302	
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	Responsible Authority: Director of Business Services		

APPLICABILITY/ACCOUNTABILITY:

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

POLICY STATEMENT:

Business Services administers printing services operations through the UCF Printing Services department. To ensure quality control and the consistent image of the university, all external print jobs must be forwarded to Printing Services for quotation and execution.

DEFINITIONS:

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

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

PROCEDURE:

Printing Services will receive printing jobs and promptly review the document to determine the best reproduction methods, anticipated costs, and appropriate preparation of materials to be printed. Printing Services does not address content or formatting issues not related to university symbols. If inconsistencies in the use of university symbols are found, the issue will be referred to University Marketing.

Printing jobs that require external printing support will be competitively bid to obtain the best possible value for the customer using pre-approved commercial printing vendors. Printing Services will assist in planning, arriving at suitable bids, meeting deadlines, and obtaining delivery. Also, Printing Services will maintain audit trails and 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 requesting department.

FORMS:

UCF Printing Services Job Ticket

- ♦ For Online Order Forms, including Business Cards, Envelopes, Letterhead, and all other print requests <http://www.printing.ucf.edu/jobticket.htm>
- ♦ For Printable Order Form <http://www.printing.ucf.edu/jobticket.pdf>

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-302	
Initiating Authority: <u>Will Monroe</u>	Date: <u>4/20/07</u>
Policies and Procedures Review Committee Chair: <u>Beth Barnes</u>	Date: <u>4-19-07</u>
President or Designee: <u>John C. Hill</u>	Date: <u>4/23/07</u>