

PRINTING SERVICES POLICY FREQUENTLY ASKED QUESTIONS

1. Am I required to use University Printing Services?

Yes, for any University print job other than routine photocopying and desktop printing, you must use University Printing Services rather than an outside vendor. In rare and special circumstances, the Manager of University Printing Services may waive this requirement on a case-by-case basis. Contact the University Printing Services staff with any questions regarding the nature of your project.

2. Why must I use University Printing Services for my printing needs?

Using University Print Services promotes economic efficiency and cost-recovery, and fosters greater compliance with copyright laws, U.S. Post Office mailing regulations, and the University's enterprise branding standards. An additional goal is to ensure that University-owned printing equipment is used at optimum capacity.

3. What if I am traveling on business and I need something printed?

University personnel on official travel may use local printers when necessary to meet their job duties.

4. What form of payment does University Printing Services accept?

University Printing Services may only accept payment by Interdepartment Transaction (IST/Speedchart number). No other form of payment, including cash, purchase cards or checks, is allowed.

5. How is the requirement to use University Printing Services enforced?

The Comptroller will monitor departmental expenditures and Contracting and Purchasing Services will monitor procurements to ensure compliance with this requirement.

6. How does University Printing Services promote NAU's brand standards?

University Printing Services will coordinate with Marketing and Strategic Communications to apply NAU's enterprise branding to all University printed materials as appropriate. Contact Marketing and Strategic Communications to request assistance with incorporating NAU's branding into your printed materials.

7. May my unit accept donated printing services from an outside vendor?

Your unit may accept a donation of free printing services from an outside vendor, provided however, that the donation is approved in advance by the Chief Marketing Officer.