

## PRINTING SERVICES

### POLICY SUMMARY

Northern Arizona University operates a highly capable and cost-efficient University Printing Services department to meet most of the University's printing needs. All University offices and personnel must use University Printing Services for their printing jobs in excess of their own routine photocopying and desktop printing. The manager of University Printing Services may grant a waiver of this requirement on a case-by-case basis.

### REASON FOR THIS POLICY

The requirement to use the University's in-house printing 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.

### ENTITIES AFFECTED BY THIS POLICY

- All units with professional printing needs
- Comptroller
- Contracting and Purchasing Services
- Marketing and Communications
- University Printing Services

### WHO SHOULD KNOW THIS POLICY

- All personnel with professional printing needs

### DEFINITIONS

**Course Packs:** instructional materials printed and bundled together by the University for a specific course.

### POLICY

#### A. Use of University Printing Services is Mandatory

All University offices and personnel must use University Printing Services for all University printing jobs, including the production of Course Packs, other than routine photocopying and desktop printing. The Manager of University Printing Services may waive this requirement on a case-by-case basis.

#### B. University Brand Standards

Marketing and Strategic Communications and University Printing Services will coordinate to apply the University's enterprise branding to all University printed materials, and to ensure compliance with these standards as appropriate. University personnel are encouraged to contact Marketing and Strategic Communications for guidance or assistance with designing printed materials to incorporate brand standards.

## C. Compliance

The Comptroller will monitor departmental expenditures and Contract, Purchasing Services, and Risk Management will monitor procurements to ensure compliance with this policy.

## D. Payment

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.

## E. Exemptions

Routine photocopying and desktop printing may be undertaken at the unit level. Employees on official travel may utilize local printers when necessary to meet their responsibilities. Donations of printing services may be accepted, provided however, that the donation is approved in advance by the Chief Marketing Officer.

## RESPONSIBILITIES

**Comptroller**: monitors department expenditures to ensure compliance with this policy.

**Contracting and Purchasing Services**: monitors procurements to ensure compliance with this policy.

**Marketing and Communications**: coordinates with University Printing Services and University personnel to promote and ensure compliance with the University's brand standards and approves in advance donations of print services from outside vendors.

**Printing Services Department**: responds to all print job requests, works with outside printers as necessary to meet the University's printing needs, coordinates with Marketing and Communications on enterprise branding.

**University Personnel**: use the University's in-house Printing Services department for all print jobs other than routine photocopying and desktop printing.

## PROCEDURES

There are no procedures associated with this policy.

## RELATED INFORMATION

### Forms or Tools

[University Printing Services Online Ordering Tools](#)

[Frequently Asked Questions](#)

### Cross-References

[Northern Arizona University Brand Center](#)

### Sources

There are no external sources associated with this policy.

## APPENDIX

None.