

## Printing and Duplicating

Section 6:1 Revised 07/11/2001

(refer to University [Policy Statement #47](#))

All orders for printing and duplicating should be submitted to the University Printing contractor, the university quick copy contractor, or to the Publications Office for assistance in design and/or to meet requirements content and appearance. Those items that can be more efficiently or economically reproduced by outside services, 4-color jobs exceeding \$2,500.00 in cost and those items that require techniques/equipment beyond the scope of the University contract operations will be approved for submission to the Purchasing Department.

4-color process must be approved by the NC Purchase and Contract Division. Requests must be accompanied by a justification stating the need for and expected benefits from the use of the 4-color process.

Lead times required for delivery of printed matter produced in the University contract operations Shop will vary, depending on the type job, volume and deadlines. Contact the contract operations directly for schedule, information, and phone numbers.

Time allowed for delivery of off campus "commercially" procured printing should be at least thirty to forty-five days.

All printing and duplicating work requests should be submitted on a Requisition for Duplicating/Printing Services form. If the work must be done commercially, the Publications office will forward the request to the Purchasing Department. Quotations will be solicited and the University Purchasing Department will issue a Purchase Order to the successful bidder.

Departments are billed on a monthly basis for any printing services received from the contract operations. Departments are notified of the charges by a priced copy of the printing requisition, and the charges will show on the departments financial reports.

Convenience copiers located across the campus should be used only for 25 copies of one original or less.