


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: II:03:01 DATE: February 26, 1986
SUPERSEDES POLICY NO.: II:03:01 DATED: September 15, 1984
SUBJECT: University Publication Printing
APPROVED: Robert O. Riggs, President 

Printing requires the use of design, layout, and other costly processes. Media Services on campus may be appropriate for either small or large projects. Examples of printing projects affected by this policy are brochures, fliers, and reports in which color or special typesetting are desired.

All printed materials must contain the statement "Austin Peay State University is an equal opportunity employer committed to the education of a non-racially identifiable student body" and have a publication number. The individual in charge of a publication should submit draft copy and layout to the Director of Public Affairs prior to printing and/or typesetting to have a publication number assigned.

Procedures

1. All proposed publications containing information about Austin Peay State University or using any of its official logos must have a publication number (this includes publications funded through private support groups and student organizations.)
2. All requests for printing or typesetting must be processed through the Office of Public Affairs; prior approval is needed when having printing completed by a commercial printer.
3. The number of copies printed and cost must be recorded, along with publication number, in the Office of Public Affairs to comply with Tennessee Higher Education Commission information requests.
4. Purchase orders for off-campus printing will not be issued by the Purchasing Office without approval from the Director of Public Affairs. Purchase orders approved by the director must be sent to the printing agency by Purchasing Office before printing can commence.

5. Work orders for printing of materials at the Media Center will not be processed without a publication number and approval (this applies to printing jobs and not duplication requests for exams, etc.).
6. Typesetting requests should be made through the Office of Public Affairs and should be limited to published documents and materials; not to be used for reports or materials subject to change.

EXCEPTIONS: The University catalog, schedule of classes, The All State, Center of Excellence literacy magazine and Governors' Pride yearbook.

After materials have been reviewed, printer(s) may be contacted for cost estimates by the initiating party:

- a. For jobs estimated at less than \$300, bids need not be obtained.
- b. For jobs ranging in estimated cost from \$300 to \$1,000, bids from three printers must be obtained.
- c. For jobs estimated at a cost exceeding \$1,000, the Purchasing Office will handle the bid process.
- d. Departmental purchase orders will be prepared by the initiating office and forwarded to the Office of Public Affairs for review and approval before being forwarded to the Purchasing Office.

The Office of Public Affairs will record all publications made in the name of or about Austin Peay State University with a publication number assigned which includes the year of printing. "Publications" may be defined as any printed matter which is produced for distribution for Austin Peay State University. These include:

- Campus, college and departmental newsletters;
- Faculty and student handbooks;
- Employee training manuals;
- Departmental brochures;
- Any poster larger than 8 1/2" X 11" or which uses photographs, color, or special typesetting.