

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: II:03:01 DATE: July 29, 1982
SUPERSEDES POLICY NO.: II:03:01 DATED: July 2, 1980
SUBJECT: University Publication Printing
APPROVED: Robert O. Riggs, President Robert O. Riggs

Printing requires the use of design, layout, and other time-consuming processes. Printing services may be appropriate for either small or large numbers of copies. Examples of these services include the development of brochures, fliers, and reports in which colors or special type styles are desired. Although the University Media Center now has a Xerox machine which can handle many sophisticated duplicating jobs, it no longer does color work or typesetting. Therefore, these services must be handled by commercial printers.

PROCEDURES

1. All requests for off-campus printing must be processed through the Office of Public Affairs. Unless it is work which can be done by the Media Center, approval may be given to have the job done by a commercial printer.
2. Departmental purchase orders for off-campus printing will not be issued by the Purchasing Office without the approval of the Office of Public Affairs. A departmental purchase order initialed by the Office of Public Affairs must be sent to the printer by the Purchasing Office before the printer begins work on any University printing job.

Invoices for duplicating or printing taken off campus without prior approval will not be paid with University funds.

3. The Office of Public Affairs will not initial purchase orders/bid specifications without reviewing the material to be printed. In reviewing the material to be printed, the Office of Public Affairs will consider such things as: economy, projected audience, use, number of copies, purpose, time, and layout. Adequate time should be allowed for the material to be edited by the Office of Public Affairs.

EXCEPTION: The BULLETIN, Schedule of Classes, and student publications such as The All State are exceptions to this policy.

4. When the Office of Public Affairs has reviewed the material, printer(s) may be contacted for cost estimates:
 - 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 should be obtained.
 - c. For jobs at an estimated cost of more than \$1,000, the Purchasing Office handles the bidding process, inviting printers to bid as well as receiving and accepting bids.
 - d. The departmental purchase order will be prepared by the Purchasing Office and forwarded to the Office of Public Affairs for review and initialing.
5. The Office of Public Affairs will record all publications by title and number. The publication number will include the year of printing. "Publications" may be defined as any printed matter which is produced for distribution off campus. Other publications which must have a publication number but are not as a rule produced for general public distribution are:

Campus, college and department newsletters
Faculty and student handbooks
Employee training manuals