

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: II:03:01 DATE: September 15, 1984
SUPERSEDES POLICY NO.: II:03:01 DATED: July 29, 1982
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, the Media Center no longer does color work or typesetting. Therefore, these services must be handled by commercial printers.

All printed materials must contain the statement "Austin Peay State University is an Equal Opportunity/Affirmative Action Employer."

Procedures

1. All proposed publications containing information for or about Austin Peay State University must have a publications number assigned by the Director of Public Affairs in order for them to be published. (This includes publications funded through private support groups and student organizations.)
2. All requests for off-campus printing must be processed through the Office of Public Affairs. If the work cannot be done by the Media Center, approval must be obtained prior to having the job done by a commercial printer.
3. 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.
4. Departmental work orders for printing of material for public distribution done at the Media Center will not be

processed without the approval of the Office of Public Affairs. A departmental work order initialed by the Office of Public Affairs must be sent to the Media Center before work begins on any University printing job intended for public distribution.

5. 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 examined by the Office of Public Affairs.

EXCEPTION: The BULLETIN (catalog), SCHEDULE OF CLASSES, THE ALL STATE, THE TOWER, and GOVERNORS' PRIDE are exceptions to this policy.

6. After the Office of Public Affairs has reviewed the material, 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 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 initiating office and forwarded to the Office of Public Affairs for review and initialing. The Office of Public Affairs will forward the purchase order to the Purchasing Office.
7. 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 for Austin Peay State University. Other publications which must have a publication number but are not as a rule produced for general public distribution are:

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