

Policies of the University of North Texas	Chapter 4
04.022 Printing Services and Copy Centers	Administration

Policy Statement. UNT maintains an in-house graphic reproduction system dedicated to providing efficient, cost-effective printing services for the campus community. While on-campus facilities are equipped to handle a broad range of jobs, from the simplest short-run offset duplication to more complex requirements, the Director of University Printing reserves the right to procure off-campus printing services when necessary.

Application of Policy. All University.

Definitions. None.

Procedures and Responsibilities.

Procurement of Printing and Copying. Departments should direct all requests for printing and copying to Printing Services and Copy Centers. Acquisition of all printing and copying is subject to the laws and regulations of the State of Texas and the regulations of the University of North Texas. All requests for printing and copying sent to University Printing Services and Copy Centers should be on or accompanied by an Interdepartmental Order.

The Customer Service Section of Printing Services is available to assist the customer department with planning the project and arriving at a suitable estimate or bid. An estimate is a projection of the cost of producing the project for the customer department. Upon request, the Customer Service Department of Printing Services will produce a bid on adequate customer specifications. Customer originated alterations are in addition to estimate or bid amount.

Printing or copy work estimated by Printing Services to be \$500 or less will be produced by University Printing Services. It shall be solely the discretion of the Director of Printing Services to determine the actual point of production. Estimated printing orders in excess of \$500 may be bid to capable printers upon request of the customer department. Printing Services will be available to aid in creation of specifications. All specifications for print work will be approved by Printing Services for technical accuracy and adequacy prior to bidding.

The Purchasing office will issue bids to capable printers and open bids upon the specified date. The customer department may specify the request to bid be sent to specific printers. Such requests will be honored, unless the Director of Purchasing determines the request vendor incapable of producing the specified work. In cases where they originated the bid specification, Printing Services will serve as the liaison between the customer department and the producing vendor to assure that the bid specifications have been faithfully followed and delivery times are

maintained. Printing Services will be a referenced bidder on all print work originating within the University.

See UNT Policy 04.019 for specific guidelines on publication parameters.

Responsible Party: University Printing Services and Copy Centers

References and Cross-references.

UNT Policy 04.019, Institutional Brand Identity

Approved: 1/1/1983

Effective:

Revised: 7/1/2002; 5/2011*

*Format only