

1 **Printing and Copy Services**

2 Effective: Moved to Policy Library from UPM 10.3(10), UPM 12.11(1)

3 Reviewed and Updated: June 6, 2016

4 Contact(s): [Printing and Copy Services](#)

5 **Introduction**

6 The use of Printing and Copy Services facilities and copy centers, including acquiring services from
7 external providers, is governed by policy to ensure use of reasonable and cost-effective
8 services/equipment and provide a custodian for central printing records.

9 **Policy Statement**

10 All requests to acquire printing services and printing equipment must first be routed through Printing
11 and Copy Services for evaluation and approval. Currently exempted from this requirement are office
12 copiers and individual printers used for departmental convenience. Printing may not be provided by
13 other than the university's in-house Printing and Copy Services operation without its prior approval.
14 The university's Printing and Copy Services operation will determine whether the work is performed
15 in-house or contracted through external providers. All personalized business cards, stationery,
16 letterhead, and forms are to be obtained from Printing and Copy Services.

17 **Resources**

18 **Links**

- 19 • [Printing and Copy Services](#)
- 20 • [Printing Request](#)
- 21 • [Purchasing Department](#)

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