

STOCKTON UNIVERSITY



PROCEDURE

Printing and Copying Services

Procedure Administrator: Executive Director of University Relations & Marketing

Authority: N.J.S.A. 18A:64-6

Effective Date: January 31, 1975; September 14, 1977; May 25, 2010; January 13, 2020

Index Cross-References: Policy I-111 Printing of Union Materials

Procedure File Number: 1104

Approved By: Harvey Kesselman, President

The Office of University Relations and Marketing ("URM") is responsible for all printing and copying services ("services") for Stockton University. All requests for services must be submitted through [Print Shop Storefront](#).

The Print Shop must be contacted prior to submission of a request for services to discuss questions concerning the scope, materials, and method of printing.

- Individuals must obtain the approval of their manager prior to submitting an order through [Print Shop Storefront](#).
- The estimated cost and the budget for payment of the services will be approved by URM upon submission of a Request Form and prior to performance of the services.
- URM normally will schedule services on a "first come-first served" basis. The Supervisor of the Print Shop and/or the Director of Creative Services will determine scheduling for priority orders as necessary.
- If the Print Shop is unable to perform any services with University equipment, then the Print Shop will provide alternative options using outside resources.
- Items intended for off-campus distribution, such as pamphlets, brochures, fliers, etc., require prior approval from URM to confirm compliance with University brand guidelines.
- Printing and copying of material for personal use is prohibited. Copiers are available in the Library for this purpose.

The cost of services will be charged to the designated budget source after completion of the service. URM and the Print Shop will assist in determining the most cost-effective option to perform the services.

University equipment and facilities are for printing and copying University materials. Student Organizations may contact URM to request printing or copying services. If approved by URM, such printing and copying services will be scheduled with a lower priority around other University requests. Prior to performing services, URM will estimate costs and verify payment terms for the services. "Student Organizations" means student groups or organizations that are recognized by the University and in good standing.

The University will not perform printing or copying services for Unaffiliated Organizations without prior approval by the Executive Director of University Relations & Marketing or designee. "Unaffiliated Organizations" means any group or organization that is not a University office, department, center, academic school or auxiliary organization or a Student Organization.

Review History:

	Date
Executive Director of University Relations & Marketing	12/19/2019
General Counsel	12/20/2019
Cabinet	01/09/2020
President	01/13/2020