

[Home](#) > [Administration](#) > Policy 3-112: Acquisition and Use of Printing, Duplicating, and Photocopy Equipment

Policy 3-112: Acquisition and Use of Printing, Duplicating, and Photocopy Equipment

I. Purpose & Scope

To define the role of University Printing Services in fulfilling the printing and photocopy requirements of the university community and to establish policies for the acquisition and use of printing, duplicating, and photocopying equipment by campus departments.



II. Definitions

- A. Printing Equipment – All types of printing processes, typesetting equipment, printing cameras, folding and binding machines, and high speed photo duplicators.
- B. High Speed Photocopier Duplicator – An automated or semiautomated offset press, xerographic, or similar photo process machine capable of producing 5,500 or more duplicate copies in one hour.
- C. Photocopy Equipment – Any xerographic, electrostatic, or similar photo process machine capable of producing not more than 5,500 duplicate copies in one hour.
- D. Printing Services – A department established by the university administration to provide printing and photocopy capability for campus departments.

III. Policy

A. Printing Services

Printing Services shall maintain personnel, equipment, and facilities on campus to:

1. Provide for substantially all of the printing needs of the university community consistent with budgeted resources.
2. Provide copy services, not available within departments, in high density locations, subject to availability of space and sufficient volume to assure a self-supporting operation.

B. Printing Equipment and High Speed Photoduplicator

Equipment

Departments other than Printing Services are not authorized to acquire, lease, or operate printing and high speed photoduplicator equipment without prior written approval of the cognizant dean or director and the vice president for administrative services.

1. Such authorization will normally be granted only if:
 - a. The proposed equipment can be justified by significantly lower overall departmental operating costs

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- [Current Number*](#)
- [Previous Number](#)
- *as of 09/15/08

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than would be incurred if the printing/copying were done by Printing Services;

- b. there is a reasonable expectation that the identified needs and cost justification will continue over the time period used to amortize the cost of the proposed equipment; and
- c. the loss of volume to Printing Services resulting from departmental operation of printing equipment will not jeopardize the ability of Printing Services to provide services to other departments on a self-supporting basis.

2. In justifying cost-effectiveness, departmental operating costs shall include compensation and fringe benefits of employees involved in providing the service, amortization and maintenance costs of equipment, costs of all supplies and materials used, cost of space to house equipment, and a pro rata share of the general and administrative expense of the department.
3. Printing and high speed photocopier equipment acquired and operated by university departments other than Printing Services ordinarily shall not be used to perform work for other departments, since Printing Services has been established for that purpose. Any exceptions, other than minor work aggregating less than \$100 in monthly revenue, must have prior written approval of the cognizant dean(s) or director(s), and the vice president for administrative services.
4. Non-university owned or operated printing and copying services may be used by departments when justified by demonstrated lower costs or by service requirements that cannot be met by Printing Services. Such services must be obtained in accordance with applicable university procurement policies and Procedures.

C. Photocopy Equipment

Photocopy equipment may be acquired (either by purchase or lease) and operated by departments to service their needs or in cooperation with other departments to serve their joint needs. All such acquisitions must comply with applicable university policies and Procedures governing the lease or purchase of equipment.

D. Vendor Facilities on Campus

Non-university entities are not authorized to establish printing or duplicating facilities or services on campus without the prior written approval of the vice president for administrative services.

E. Non-University Related Printing and Photocopying

Printing and photocopy services of Printing Services and other

university departments will be made available only to members of the university community, including university departments and agencies, officers, faculty, staff, alumni, students, and other persons whose presence on campus is directly related to university programs or activities (e.g., attending a conference, seminar, workshop, etc.). It is not the intent or the desire of the university to do non-university related printing and photocopy work. Any exceptions must have prior written approval of the vice president for administrative services.

F. Charges for Services by Printing Services and Copy Centers

A schedule of charges for routine services of copy centers will be established from time to time by the vice president for administrative services. Charges for special reproduction and printing services will be calculated on the basis of the requirements of each job. Charges for services will be established at a level calculated to maintain Printing Services and copy centers on a self-supporting, nonprofit basis.

IV. Rules, Procedures, Guidelines, Forms and other related resources

- A. Rules *[reserved]*
- B. Procedures *[reserved]*
- C. Guidelines *[reserved]*
- D. Forms *[reserved]*
- E. Other related resource materials *[reserved]*

V. References

Policy 3-100, University Procurement

Policy 3-191, Small Purchases and Expedited Procurement

Policy 3-192, Restricted Purchases and Special Procurement

Policy 3-101, Solicitation of Bids, Proposals and the Award of Procurement Contracts

Policy 3-110, Lease or Rental of Property for University Use

Policy 3-045, Equipment Inventory Screening and Requisitioning

VI. Contacts

Acting as the Policy Owner, the Office of the Assistant Vice President of Auxiliary Services is responsible for answering questions and providing information regarding the application of this policy. Acting as the Policy Officer, the Office of the Vice President for Administrative Services is responsible for representing the University's interests in enforcing this policy and authorizing any allowable exceptions.

VII. History

Editorially changed to renumber, updating format and Contact information, October 23, 2012

Policy Approved by Cabinet January 28, 1982; Approved Board of Trustees June 21, 1982