

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Policy FO-35
Printing & Copy Center

Sam Houston Press and Copy Center (SH Press) is a full-service, in-house printing and copying facility serving the needs of the University departments as well as individual students, faculty and staff. SH Press has been delegated the responsibility to manage the manufacture and procurement of printing and copying in a timely and economic manner, and in accordance with applicable laws and regulations for Sam Houston State University. All requests for printing and copying, regardless of source of funds, are to be routed to SH Press. Departments' failure to comply with this policy will be considered to be in noncompliance and will require the appropriate Vice President's and President's approval for purchases to be authorized for payment.

The printing needs of Sam Houston State University will be completed by SH Press in most cases and whenever possible. However, in consultation with the customer, if it is determined that the work cannot be feasibly accomplished internally, SH Press will coordinate the procurement of the printing in accordance with state/local purchasing guidelines. All outsourced printing will be awarded to the printer providing the best value as determined by solicitation of competitive bids. SH Press will also be responsible for ensuring that the contracted printer complies with the specifications, terms and conditions of the purchase order. Therefore, when a customer is in direct contact with a vendor any needed changes to the purchase order should be communicated to the customer representative at SH Press. Purchase Requisitions for outsourced printing and copying will be forwarded to Purchasing for processing by SH Press for departments.

On occasion, SH Press may provide printing and copying services to other State Agencies through interagency agreements. Beyond doing work for the state government agencies, SH Press is not authorized to do outside work for private enterprises, or for any other organization or individual unless it is approved by the President. Nor can SH Press extend credit, in lieu of paying COD, where there is not proper authorization to pay for the printing or copying from a University or State account.

Reviewed by: Bob Lefebvre-Director of Sam Houston Press & Copy Center
Next review: 2/1/10