Finance & Operations Procurement and Business Services Policy FO-PUR-25
Printing and 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 on an Interdepartmental form with the department’s FOP (Fund/Org/Program) and a description of the work to be completed, along with a sample, if applicable. 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 provide the necessary authorization letter and any needed technical assistance for the printing project to be requisitioned through the Procurement Office.

On occasion, SH Press may provide printing and copying services to other state agencies through interagency agreements. SH Press may also provide printing and copying services to local public entities with the approval of the President’s Office. Beyond doing work for the state government agencies and other public entities, 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 COD terms, where there is not proper authorization to pay for the printing or copying from a university or state account.

Reviewed by: Robert Lefebvre-Director, Sam Houston Press; and John Hitzeman-Associate Vice President for Business Services 12-06-2011

Next review: 12/06/2012