

## **Division of University Advancement, Marketing & Communications Department, Print Purchasing Policy**

Sam Houston Print Services is a full-service, in-house digital print facility serving the needs of the university departments as well as individual students, faculty, and staff (*related to the university*). Sam Houston State University has delegated Print Services the responsibility to manage the printing and copying process and operations in accordance with all applicable laws and regulations. Requests for printing and copying, regardless of source of funds, must be routed through Print Services using an Interdepartmental form with the department's FOP (Fund/Org/Program) and a description and specifications 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.

In most cases and whenever possible, the printing needs of SHSU will be completed by Print Services. However, in consultation with the customer, if it is determined that the work cannot be accomplished internally, Print Services will outsource and manage the job with a preferred vendor. When necessary, Print Services will provide an outside authorization letter along with any needed technical assistance for the printing project to be requisitioned through the Procurement Office.

Print Services may provide printing and copying services to other state agencies through interagency agreements as needed. Print Services may also provide printing and copying services to local public entities with the approval of the President's Office. With the exception of state government agencies and other public entities, Print Services is not authorized to do outside work for private enterprise, organization or individual unless approved by the President. Print Services cannot 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.

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Next review: 06/21/2019