UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID:	ADM-PRT-1 Minor Revision 5 Status: C
Title:	Print Central
Description:	The UCO Print Shop is here to provide a quick turn around on the occasional rush order, and to provide professional, functional and eye appealing print media.
Category:	Printing Services (AUX)
Applies to:	Department
Contact:	Print Central
Purpose:	Print Central, in concert with the Purchasing Department, is responsible for reviewing all printing and duplication requests from all departments and campus organizations. Print Central will be authorized to make decisions relative to the production of jobs on campus or to contract the work with a commercial source based upon such factors as: in-house printing capability, cost, purchasing policies, scheduling, and other related variables.

Policy Statement:

General:

Print Central is here to provide a quick turn around on the occasional rush order, and to provide professional, functional and eye appealing print media.

Procedures:

1. Contact Print Central so they can determine the following:
   - Can the job be printed from furnished art work, or art work already in Print Central?
   - Does the commercial artist need to do the art work?
   - Should the job be bid for off-campus printing?
2. If the job is to be printed in Print Central, then Print Central will quote a price for the printing job.
3. The customer will fill out an On Campus Service Request and Payment Authorization form for the printing order. Printing will not be performed until the request and payment form is received in Print Central.
4. If the job is to be printed off-campus, Print Central will secure bids, with the help of Purchasing, from qualified printers. The cost of the print job will be submitted to the department. The department will then issue an On Campus Service Request and Payment Authorization to Print Central as is done on in-house printing jobs.
5. The customer should attach a sample of the job to the request and payment form, if possible.
6. The request and payment form is to be mailed to Print Central at Box 140 or faxed to 974-3801.
7. Print Central will schedule and complete the printing order.
8. One copy of an invoice is enclosed with the delivery of the completed printing order. The invoice will have such information on it as a Print Central Ticket Number, Department Organization Number, a description of the job, and the cost of the job.
9. Print Central will turn in a copy of the invoice to the Business Office for payment.

Glossary of Terms:	
Legal Citation:	
Campus Links:	
FAQs:	
Formerly known as:	Print Shop

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