


## STANDARD OPERATING PROCEDURE

<b>DEPARTMENT:</b>	Vice President for University Advancement	<b>DATE:</b>	Updated August 2014
<b>SUBJECT:</b>	University Printing Procedures – First Right of Refusal for Off-Campus Printing	<b>PROCEDURE NO.</b>	NA
<b>APPROVED BY:</b>	William G. Boldt 		

**A. PURPOSE**

To ensure the university community is aware of the institution's procedures regarding printing and copying.

**B. PROCEDURES**

Reprographics/Design Services should always be the first printer contacted for any UNLV printing project and offers online ordering for standard business card, stationery, and copying services. The department's in-house operation provides economical printing and bindery services for a wide range of digital and offset projects. If Reprographics/Design Services cannot produce your project in house, the department arranges to get your project printed off campus through a network of university-contracted printers. Since Reprographics is a printer, it is able to obtain trade discounts. It also competitively bids out each printing project, which saves university clients money.

No copying or printing services may be purchased from off-campus vendors without commodity approval from Reprographics/Design Services. The university purchasing system, MUNIS, routes printing-related requisitions to Reprographics/Design Services for approval. The MUNIS requisition should be specific and indicate the deadline, quantity, print size, paper type, ink color and bindery requirements so the vendor's proposed pricing can be evaluated. The P-Card cannot be used for printing and typesetting services provided by Reprographics/Design Services without the prior approval of the Program Administrator (*Purchasing Card User Manual, Version 4.1*). Commodity approval cannot be granted after something has already been printed. People who buy printing or copying without following purchasing and commodity approval guidelines may have to pay for that printing themselves.

**C. RESPONSIBILITY**

Reprographics/Design Services offers economical printing and bindery services for a wide range of digital and offset projects. If Reprographics/Design Services cannot produce your project in house, the department arranges to get your project printed off campus through a network of university-contracted printers, which can result in substantial savings for the client.