Office/Contact: SDSU Print Laboratory

Source: SDCL Ch. 5-18A and 5-18D; SDBOR Policy 4:34; University Policies 5:1, 5:8, and 9:3; SDSU Primary Fund Types

Link: <http://legis.sd.gov/Statutes/DisplayStatute.aspx?Type=Statute&Statute=5>; <https://www.sdbor.edu/policy/documents/4-34.pdf>; <https://www.sdstate.edu/policies/upload/Contract-Agreement-and-Memorandum-of-Understanding-Review-and-Approval.pdf>; <https://www.sdstate.edu/policies/upload/Service-or-Recharge-Center-Rates.pdf>; <https://www.sdstate.edu/policies/upload/Trademarks.pdf>; <https://insidestate.sdstate.edu/administration/accounting/_layouts/15/WopiFrame2.aspx?sourcedoc=/administration/accounting/SDSU%20Funds/SDSU%20Pimary%20Fund%20Types.pdf&action=default>

**SOUTH DAKOTA STATE UNIVERSITY**

**Policy and Procedure Manual**

SUBJECT: Printing Services

NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Assigned by Policy Manual Editor)

1. Purpose

This policy sets forth the guidelines for planning, procurement, production, and payment of printing services at the University.

1. Definitions

	1. Printing Services: unique commodity items, with each project being different and specifically produced according to a unique set of specifications. These services include the following:

		1. Copying: The reproduction of an impression or document by either a photographic or electronic means, such as light source in fuser in copier and inkjet process used in certain devices.
		2. Printing: The reproduction of an image on a surface generally made by contact impression or mechanical application that causes a transfer of ink by an etched plate process, or toner by an electronic means, but could also include engraving and cut vinyl lettering typically used in signage applications.
	2. Print Devices: A piece of equipment (hardware) that physically produces printed documents. A print device may stand alone, be attached to a local computer, or connected via a network interface. Examples include presses, printers, copiers, duplicating machines, multifunction devices, and inkjet devices (including variable and wide format printers that measure from 18” to more than 15 ft.).
	3. Office Print Management: Implementation of Print Devices and strategy in a unified fashion to direct printing to the most cost-effective devices.
	4. Print Procurement: The purchasing process used to manage acquisition of Printing Services and Print Devices and print related costs. Advanced planning and consolidation of purchasing activities to gain a reduction in expenses and lead toward a more efficient business operation.
	5. Print Service Center: A location where Printing Services related products are produced and sold.
	6. Signage or Wayfinding: Exterior postings, directional signs, and landscape markings, as well as interior signage, which includes such items as room numbers, corridor signs, rest rooms, general identification. and directional signs. Other examples include building directories, desk plates, name tags and plaques, posting boards, LEED plaques, and dimensional lettering.
	7. University Funds: All University primary fund types as defined by the Office of University Accounting, with the exception of Agency funds which are excluded.
	8. University Print Laboratory: The unit of the University designated within the division of University Finance and Business to manage Print Services.
2. Policy
	1. Any department, employee, or student group of the University utilizing University Funds for Printing Services for the University will direct said work through the University Print Laboratory, successor unit, or designated unit for coordination, procurement, and production.
	2. Any requests for Print Devices will be submitted first to the Director of the University Print Laboratory, or successor, for evaluation to include need, scale, capabilities, and installed location. If approved by the Director of the University Print Laboratory, or successor, the request will move to the V.P. for Technology and Security, successor, or designee for approval per SDBOR Policy 7.6 and other applicable laws, policies and procedures.
	3. Requests for production of Signage and Wayfinding will be submitted first to the Facilities and Services for approval or denial in conformity with University signage policies. If approved, the request for production will move to the University Print Laboratory, successor unit, or designee, for campus production under the University Print Management Plan or management through Print Procurement.
	4. The University Print Laboratory, successor unit, or designated unit, will operate as a cost recovery operation as appropriate and will set and monitor pricing in accordance with University Policy 5:8.
	5. The Director of the University Print Laboratory, or successor, is responsible for:

		1. Developing, vetting with campus, maintaining and implementing University Print Management Plans for the University, including but not limited to student printing services and student print centers, as well as, all aspects of University print needs;
		2. Developing and measuring objectives for LEAN management, sustainability, and cost saving;
		3. Developing, maintaining, publishing, and implementing Printing Services guidelines, reasonable timelines for requests and processing production by the University Print Laboratory;
		4. Approving exceptions to the approved University Print Management Plan;
		5. Ensuring copyright compliance in Printing Services and Print Procurement activities;
		6. Reviewing and approving requests for Printing Services, Print Devices, Signage and Wayfinding, Office Print Management, providing Printing Services, and Print Procurement;
		7. Developing protocols and guidelines in coordination with the V.P. for Technology and Security, successor, or designee for the use, procurement, and disposal of Print Devices in compliance with applicable federal and state law, and SDBOR and University policies;
		8. Approving all requested moves, additions, changes, and deletions of Print Devices; and
		9. Approving all requests for the creation, expansion, operation, and deletion of Print Service Centers.
	6. Individuals involved in the Printing Procurement process at the University are responsible for timely processing and ensuring their compliance with applicable federal and state laws, as well as SDBOR and University policies.
	7. University Print Management Plan(s) are subject to the final approval of the V.P. for Finance and Business after development and campus vetting, by the Director of the University Print Laboratory.
3. Procedures

	1. Printing Services

		1. All requests for Printing Services will be submitted to the Director of the University Print Laboratory, successor, or designee. The University Print Laboratory will acknowledge the request, review of scope and technical details of the request, and create a work order in accordance with the current University Print Laboratory protocols.
		2. Projects found to be cost prohibitive, or submitted with unobtainable deadlines or technical requirements utilizing the current University Print Laboratory production capabilities, as determined by the Director of the University Print Laboratory, successor, or designee, will follow the procedures for Print Procurement.
		3. All requests that include University marks and logos or otherwise fall under University Graphic Identity Standards require the approval of University Marketing and Communications.
		4. Accounts Payable will disapprove all outside direct pay arrangements and reimbursements unless the Print Services are pre-approved by the University Print Laboratory for outside Print Procurement.
	2. Print Procurement

		1. The Director of the University Print Laboratory, successor, or designee, shall determine whether Printing Services will be performed in-house or contracted through external providers.
		2. When contracting through or for external providers, the procurement of the Printing Services, Print Devices, and Signage or Wayfinding must follow and use South Dakota, SDBOR, and University procurement processes.
	3. Office Print Management

		1. Requests for Print Devices will be submitted to the Director of the University Print Laboratory, successor, or designee. The University Print Laboratory will acknowledge the request, review of scope and technical details of the request, and approve or deny the request and notify the requester. The University Print Laboratory will forward approved requests to the V.P. for Technology and Security, successor, or designee, for processing.
	4. Signage or Wayfinding

		1. Requests will be routed through Facilities and Service for approval, who upon approval or denial will notify the requestor, and upon approval will forward the approved request to the University Print Laboratory. The University Print Laboratory, successor unit, or designee, will evaluate if work can be done at the campus operations under the University Print Management Plan or should be s managed through Print Procurement.
	5. All appropriate paper work and electronic files will be archived for preservation, reference, and future use in accordance with applicable state law, as well as SDBOR and University policies.

		1. The University Print Laboratory’s Account Coordinator, or successor, will be responsible for archiving associated paper work, Requests for Proposal, estimates, quotes, receipts and correspondence.
		2. The University Print Laboratory’s Prepress Supervisor, or successor, will be responsible for archiving the digital layout, all supporting graphics, and art files.
4. Responsible Administrator

The Vice President for Finance and Business, successor, or designee, is responsible for annual and ad hoc review of this policy and procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President on (date)\_\_\_\_\_\_\_\_\_.

*NOTE: The signatures below are required for policy and procedure approval; however, signatures will not be included in the published version of the Policy and Procedure Manual.*

Recommended by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Derek Peterson Date

 Director of Auxiliary Business Operations

 South Dakota State University

Legal Review by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tracy A. Greene Date

 General Counsel

 South Dakota State University

Attested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Wesley G. Tschetter Date

 Vice President for Finance and Business, CFO

South Dakota State University

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 Michael Adelaine, Ph.D. Date

Vice President for Technology and Security

South Dakota State University

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Barry H. Dunn, Ph.D. Date

 President

South Dakota State University