

<p>Responsible Official (Title): Printing Services Manager Responsible Office: Printing Services Responsible Division: Division of Financial Services</p>
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1. Policy Statement

University Printing Services is a one-stop shop that offers and coordinates professional copying, printing and binding services to the entire campus community on a charge-back basis. To ensure that the program is self-supporting and effective, the use of Printing Services for these services is mandatory for all state and non-state funded printing by departments, offices, and campus ¹affiliated corporations or groups.

2. Authority

University President.

3. Scope/Applicability

The use of Printing Services for these services is mandatory for all state and non-state funded printing by departments, offices, and campus affiliated corporations or groups.

4. Exclusions

Internal print and copy needs of Auxiliary Services and instructional materials coordinated through the Kennel Bookstore Copy Center may continue service through the Kennel Bookstore Copy Center.

5. Supersedes

N/A

6. Definitions

PSP: Print Shop Pro – Online Ordering System

7. Policy Procedures

- 7.1. Copying and printing services are not to be purchased on the campus Procurement Card or reimbursed through the Direct Pay reimbursement process. Therefore, departments may not utilize off campus vendors
- 7.2. Requests for printing, copying, and related services are to be submitted using the on-line work order. Work orders provide the customer with tracking capabilities and a simple way to reorder if needed. All requests must include an authorized account number.

¹ Affiliated groups include, but are not limited to, the Ag One Foundation, Alumni Association, Athletic Corporation, Bulldog Foundation, Centers and Institutes. Auxiliary Services includes the Association, Fresno State Foundation, Ag Foundation, Programs for Children and Associated Students.

- 7.3. All university copying and printing needs are to be met by the campus Print Shop. If the Print Shop is unable to meet requested custom printing specifications, they will submit quote requests to appropriate off-campus print vendors. University Printing Services is a competitive quality low-cost solution for the campus community.
- 7.4. In order to maintain campus branding standards, all requests for printing that fall under the Publications Review Policy will need to be approved and signed off by University Communications. This approval will facilitate compliance with University graphics and communications standards.

8. Related Policies, Procedures, Information, Forms

- 8.1. ICSUAM 5021 Fair and Open Competition
- 8.2. ICSUAM 5705 Printing and Binding Orders
- 8.3. PSP User Guide (Print Shop Pro – Online Ordering System)
- 8.4. Publications Review Policy (University Communications)
- 8.5. Online work order system https://printshop.fresnostate.edu/PSP/app/PSP_Start.asp

9. Contact Information

If you have any questions regarding this policy, please contact the Printing Services Manager at 559.278.2740.

10. Key Search Words

Printing Services, Print Shop, PSP, Print Shop Pro

11. History/Revision Dates:

Approved by University President: August 23, 2010
Updated by Printing Services Manager: February 18, 2015

12. Next Evaluation Date: August 1, 2025

13. Sunset Date: N/A

The official version of this information is maintained only on the University Policies & Procedures Website. Please make certain to review the material on the Website before placing reliance on any printed version or any other online source.
