


PROCEDURE

Subject	Purchasing Procedure---Printing From Outside Vendors	Number: 5.18.05
Source	Vice President, Business and Administrative Services Page 1 of 2	Reference (Rule #) 6HX14-5.18
President's Approval/Date: 7-1-09		

Policy:

All formal printing of catalogs, handbooks, brochures, pamphlets, College special editions, folders etc are approved and developed through the Department of Public Affairs / Marketing. The Director of Public Affairs / Marketing shall have full authority, with approval by the President or his/her designee, to negotiate with faculty, staff and others the preferred and accepted layout of all copy material. At all times and in all manners, the image of the College shall be maintained at the highest level.

Faculty and staff seeking assistance should make an appointment with the Director of Public Affairs / Marketing to discuss the project in question and to share ideas on the best layout and packaging. All printing jobs shall be bid through the Department of Public Affairs / Marketing through qualified local printing establishments. No one other than Department personnel shall have any authority to seek bids outside the department.

Serious allowances for time and resources must be made to ensure that the Department can effectively perform in as professional a manner as possible. A minimum of six weeks is necessary on most jobs and some requiring special services may take even longer. All Public Affairs / marketing Department customers should confer with the Director early enough to get a commitment of the timeline necessary to complete the job.

Process:

The following steps should be taken to ensure a smooth development and completion of the print job process:

- 1) All print job requests must be first approved by either Department Heads or by the appropriate vice president.
- 2) Once approved, College faculty or staff member / group should proceed to set an appointment with the Director of Public Affairs / Marketing to discuss the project and required layout.

- 3) All requisitions for printing through outside vendors must be approved in advance. Petty Cash Vouchers for printing expenditures made by employees will not be reimbursed.
- 4) All business card requests for faculty and exempt employees in budgeted positions shall be available upon request. Business cards for career employees must be approved by the department head and should be produced for those whose job description requires them to interact with the public and with other non College personnel to perform their jobs.
- 5) Emergency printing requests can be handled on a case by case basis and must be approved by the department head and the Department of Public Affairs / Marketing prior to commencement.
- 6) Requisitions should specify that all printing, proofs, and production materials will be picked up and delivered by the vendor unless other special arrangements are made.