

NUMBER: ADV 5.04 (formerly PUBP 3.00)

SECTION: University Advancement

SUBJECT: University Printing Services

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Policy for: All Campuses

Procedure for: Columbia

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I. Policy

University Printing Services provides the University community with the fastest, most economical source for printed material, using University facilities and outside contracts.

- A. All printing and duplicating work except office type of duplicating (copier, mimeo, ditto, duplicator) must be processed through the Printing Department.
- B. The Director of Printing Services will determine whether to perform the work in-house or to have commercial contractors bid on the work. Determination for sending printing work out to a commercial printer is based on the following considerations:
 - 1. if the job has special requirements which may not be met with in-house facilities and equipment;
 - 2. if the work load in the campus facility is such that the job cannot be finished in a reasonable amount of time;
 - 3. if the work can be done better, faster and/or more economically using special equipment not available on campus.
- C. For jobs that are sent out for bids from commercial contractors, the following policies, as mandated by the South Carolina State Procurement Code, are in effect.
 - 1. Bids will be solicited from firms which are known to be capable of meeting contract specifications.
 - 2. If the estimated cost for a job does not exceed \$10,000, the Printing Department will obtain at least three bids, and the bid process should be complete within seven days.
 - 3. If the estimated cost of a job is between \$10,000 and \$150,000, the USC Purchasing Department will solicit sealed bids, and this process could require 30 days.

4. If the estimated cost of the job exceeds \$150,000, bids are solicited by the State Materials Management Office and will require 45 days.
5. The low bid will be accepted.
- D. All work processed through the Printing Department must be University or State Government related.
- E. Work orders are processed in the order of their arrival unless a priority situation is justified to the Director of Printing Services. Rush jobs may be more costly than jobs which allow time for planning and scheduling.
- F. Confidential materials will be treated as requested by the department. All extra copies and masters or plates will be returned with the completed job.
- G. All billing is done through the University accounting system through use of departmental accounts indicated on the Printing Request form.
- H. All copying, duplicating and printing equipment purchased or leased must have approval of the Purchasing Department and the Printing Department. In addition, State law requires prior approval of some equipment from the State Budget and Control Board regardless of the source of funds.

II. Procedure

A. Duplicating. For all duplicating jobs requiring more than 100 copies from an original, contact the Printing Department for assistance in determining the most economical method.

B. Printing Requests

1. Printing Request Form

For each printing request, complete and have authorized a Printing Request form, available from Central Supply. Retain the last copy (goldenrod) as a suspense copy in the department's files. Attach a sample of the work requested if available. When the job is completed, the third copy (canary) will be returned to the department showing charges for the work.

2. Deliveries

The Printing Request form should contain information as to the exact place that the completed printing job should be delivered, including building and room number. The delivery location should be an office that is staffed all of the time

so that someone is present to sign for the delivery.

- C. Quick-Copy Jobs. Process requests for quick-copy work as outlined above. If requested by the department, a blanket order may be set up for billing on a monthly basis. For convenience, departments may prefer to take quick-copy jobs to the satellite shop in Room 329, Russell House, where, in many cases, while-you-wait service is available.
- D. Proofs. The requesting department will be provided a proof of the printing job if typesetting has been done. The department is responsible for checking the proof and authorizing printing. If errors appear in the finished work that has been approved by the department, the department is responsible for reprint charges.
- E. Campus Bulk Distribution. If bulk distribution of printed materials such as memoranda or bulletins is needed, indicate the category of distribution on the Printing Request form as follows:

Distribution A - Provost, VPs., A. Provosts, Deans, Directors,
Dept. heads -- non-academic
Distribution B - Administrators -- academic
Distribution C - Faculty
Distribution D - Staff
Distribution E - Faculty and Staff

The proper number of copies will be printed and distributed by intra-campus mail in the numbers necessary for each department. Individualized labels should not be used if the desired distribution can be made using this distribution list method.

- F. Bulk Mail Processing. Consult with Printing Department personnel when planning for bulk mail so that important considerations such as indicia, size, type of envelope, weight, etc. may be determined before any of the materials are printed.
- G. Purchase or Rental of Duplicating or Printing Equipment. Send Purchase Requisition to the Purchasing Department for authorization and purchasing procedure. If you have questions, call Purchasing or the Director of Printing Services. Do not contact vendors.

III. Services

- A. Consultation. Department personnel will assist all University units in determining the most economical and effective use of duplicating, printing and bulk mail services.
- B. Composition and Layout. The department has computerized typesetting equipment which includes a variety of type styles and layout capability. This equipment will accept keystrokes from a variety of word processing units and/or personal computers. Layout and paste-up services are provided in the department.
- C. Printing. Capabilities range from high speed photocopiers for duplicating standard sheets in black ink to sophisticated presses for multi-color printed pieces ranging from 3" x 5" to 19" x 25".
- D. Finishing and Binding. Materials may be trimmed, collated, corner stapled, spiral bound, tape bound, saddle stitched or perfect bound as requested and/or required by the particular job.
- E. Bulk Mail Processing. The department will stuff envelopes, affix address labels, compute postage, meter and deliver bulk mail to the U. S. Post Office.