



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

<b>SUBJECT:</b>  Printing Services	<b>Effective Date:</b> 10/15/2019	<b>Policy Number:</b> 3-302.3	
	<b>Supersedes:</b> 3-302.2	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> Director of Business Services		

**DATE OF INITIAL ADOPTION AND EFFECTIVE DATE** 4/23/2007

### **APPLICABILITY/ACCOUNTABILITY**

This policy applies to all departments, units, and divisions of the University of Central Florida.

### **POLICY STATEMENT**

Print jobs that are not produced by a department, unit, or division on their respective printing devices must be forwarded to the UCF Print Shop for quotation and production to ensure print job quality control and cost effectiveness. The UCF Print Shop will review print jobs for compliance with UCF Branding Standards.

To ensure consistent quality and compliance with university graphic standards, printing that utilizes UCF logos or other UCF branding items (including printing that is produced by departments, units, or divisions on their respective devices) must meet the UCF Branding Standards set forth by the university.

Print jobs that require external printing support will be competitively bid by the UCF Print Shop to obtain the best value, service and delivery time for the university and the UCF Print Shop will serve as the print job liaison.

In qualifying circumstances, a written waiver may be granted by the director of Business Services. Departments, units, and divisions would be responsible for adhering to UCF Procurement Services requirements and UCF Branding Standards.

## **DEFINITIONS**

**Print job.** Request for any black-and-white or full-color printing of letterhead, publications, envelopes, posters, banners, brochures, newsletters, conference and event print collateral, memo pads, etc., from university personnel.

**Printing.** The process of printing ink or toner on paper and other media substrates, including folding, collating, cutting, binding or mounting produced projects.

**Qualifying circumstances.** Situations in which the UCF Print Shop is not able to produce a print job logistically, within a specified time constraint, or cost competitively, as determined by the UCF Print Shop.

## **PROCEDURE**

The UCF Print Shop will receive a print job and promptly review the document to determine the best production method, anticipated cost, and appropriate preparation of materials to be printed.

All orders should be submitted through the UCF Print Shop website <https://printing.ucf.edu>.

A printable order form is also available via the UCF Print Shop website.

Content or formatting issues not related to UCF Branding Standards are the responsibility of the requestor. Inconsistencies with UCF Branding Standards will be referred to UCF Marketing.

The UCF Print Shop will assist with planning, arriving at suitable bids, meeting deadlines, and obtaining delivery. Also, the UCF Print Shop will maintain audit trails and will serve as the liaison between the customer and the producing vendor for jobs that require external printing support to assure that the bid specifications have been followed and delivery times maintained. All printing and graphics work orders will be scheduled on a first-come, first-served basis. Exceptions can be made for priority requests, but a rush charge may be added. Printing services will be billed to the responsible department.

## **RELATED INFORMATION**

UCF graphic and brand identity standards <https://brand.ucf.edu/>.

UCF Procurement Services manual <https://procurement.ucf.edu/>.

## **FORMS**

UCF Print Shop Job Ticket

Submit all orders through the UCF Print Shop website <https://printing.ucf.edu>.

A printable order form is also available via the website.

**INITIATING AUTHORITY** Vice President and Chief Operating Officer

<b>POLICY APPROVAL</b> <b>(For use by the Office of the President)</b>	
Policy Number: 3-302.3	
Initiating Authority: <u>Misty Shepherd</u>	Date: <u>10/9/19</u>
University Policies and Procedures Committee Chair: <u>Ronald L. D'Amico</u>	Date: <u>10/4/19</u>
President or Designee: <u>[Signature]</u>	Date: <u>10/15/19</u>

History 3-302 4/23/2007, 3-302.1 1/8/2015; 3-302.2 6/3/2016