

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 04-13

Section: Facilities and Services

Subject: Facilities - Printing Services

1. Generally, printing work for the university community must be performed by ASU's Printing Services. Printing done through outside firms must be bid in accordance with state purchasing regulations.
2. Printing Services accepts work from ASU departments, ASU System campuses, Arkansas community colleges and other Arkansas state agencies.
3. Printing Services accepts work from recognized student organizations with prior approval from Finance and Administration.
4. No personal printing is permitted at ASU Printing Services.

REGULATIONS AND PROCEDURES

1. Printing orders must be submitting by an online requisition in Banner. Special delivery instructions should be indicated on the requisition.
2. Job printing (such as letterheads, envelopes, business cards and small forms) can usually be completed within 2 weeks (10 working days) or less from receipt of an approved IDT.
3. The Director of Printing and the customer set publication completion times. Prior approval by Publications and Creative Services is necessary for printing of any ASU publication.
4. There are university standards and specifications for ASU business cards, letterhead and envelopes. Any deviation from the standards must have prior approval of the Office of Publications and Creative Services. Orders for letterhead and envelopes should be made in quantities to take advantage of price breaks. A price list is available from Printing Services.
5. In most cases requests for supplies can be filled the same day, if needed, by hand carrying the approved IDT to Printing Services. Items may not be added to an IDT after Finance and Administration has approved it.
6. Printing Services personnel make regular deliveries of finished materials to the main ASU campus. Departments and other customers located away from the main campus may arrange to pick up their materials or request shipping, with shipping charges paid by the customer.
7. A \$5.00 set-up charge is assessed to departments for use of the stitcher and punch. Printing Services is not responsible for any injury incurred by the person using either machine. Any damage done to the stitcher or punch is charged to the using department.

8. State law requires that no personal names may appear on letterheads, memo pads, envelopes or other printed stationery items. Titles may be listed in lieu of names.
9. Please check with Publications and Creative Services before designing a form or publication for standard size information and ASU graphic standards.

Revised on 11/15/2011.