

BLACK HILLS STATE UNIVERSITY
Policy and Procedures Manual

SUBJECT: Printing Services

NUMBER: 1:3

Office: University and Community Relations

1. Purpose

This policy sets forth the guidelines for planning, procurement, production, and payment of printing services at Black Hills State University (University).

2. Definitions

- a. Printing Services: unique commodity items, with each project being different and specifically produced according to a unique set of specifications. These services include the following:
 - i. Copying: The reproduction of an impression or document by either a photographic or electronic means.
 - ii. Printing: The reproduction of an image on a surface generally made by contact impression or mechanical application that causes a transfer of ink by an etched plate process, or toner by an electronic means, but could also include engraving and cut vinyl lettering typically used in signage applications.
- b. Print Devices: A piece of equipment (hardware) that physically produces printed documents. A print device may stand alone, be attached to a local computer, or connected via a network interface. Examples include presses, printers, copiers, duplicating machines, multifunction devices, and inkjet devices.
- c. Procurement: The purchasing process used to manage acquisition of Printing Services and print related costs. Advanced planning and consolidation of

purchasing activities to gain a reduction in expenses and more efficient business operation.

- d. **Printing Center:** Location where Printing Services products are produced and sold. The unit of the University designated within the division of University and Community Relations to provide printing services.
- e. **Signage or Wayfinding:** Exterior postings, directional signs, and landscape markings, as well as interior signage, which includes such items as room numbers, corridor signs, restrooms, general identification and directional signs. Other examples include building directories, desk plates, name tags and plaques, posting boards, plaques, and dimensional lettering.
- f. **University Funds:** These funds include all sources of funding that run through the Banner accounting system including State of South Dakota General Funds, all forms of tuition and fees, federal, private, and other grant funds, auxiliary funds from room, board, parking, and other self-supporting activities, and all other revenue sources including fee for service, fines, sales and services, memberships, and contracts.

3. Policy

- a. All departments, employees, and student groups of the University utilizing University funds for printing services shall direct work through the BHSU Printing Center, for coordination, procurement, and production.
- b. Any requests for copiers will be submitted first to the Manager of Central Duplicating, or successor, for evaluation to include need, scale, capabilities, and installed location. If approved by the Manager of Central Duplicating, the request will move to the Vice President for Finance and Administration for approval per SDBOR Policy 7.6 and other applicable laws, policies and procedures.
- c. Requests for production of signage and wayfinding will be submitted first to Facilities Services for approval or denial in conformity with University signage policies. If approved, the request for production will move to the BHSU Printing Center or production at the BHSU Printing Center or with an outside vendor as coordinated through the BHSU Printing Center.

- d. The University Printing Center, successor unit, or designated unit, will operate as a cost recovery operation as appropriate and will set and monitor pricing in accordance with BHSU Policy 5:8.
- e. The Manager of Central Duplicating is responsible for:
 - i. Developing, vetting with campus, maintaining and implementing University Printing Center guidelines for aspects of University print needs;
 - ii. Working with IT to develop future print management plans to focus on sustainability and cost saving;
 - iii. Developing, maintaining, publishing, and implementing BHSU Printing Center guidelines, reasonable timelines for requests and production by the Printing Center;
 - iv. Approving exceptions to on-campus printing at the BHSU Printing Center;
 - v. Ensuring copyright compliance in printing services activities;
 - vi. Ensuring branding guidelines are followed on all printed items;
 - vii. Reviewing and approving requests for shared copiers, signage and wayfinding, and print services;
 - viii. Approving all requests for the creation, expansion, operation, and deletion of print services within the University Printing Center.
- f. Individuals involved in the printing procurement process at the University are responsible for timely processing and ensuring their compliance with applicable federal and state laws, as well as SDBOR and University policies.

4. Procedures

a. Printing Services

- i. All requests for printing services will be submitted to the Manager of Central Duplicating, successor, or designee. The BHSU Printing Center will acknowledge the request, review the scope and technical details of the request, and create a work order.

- ii. Projects found to be cost prohibitive or submitted with unobtainable deadlines or technical requirements that cannot be produced utilizing the current Printing Center production capabilities will be considered for outsourcing, as determined by the Manager of Central Duplicating.
 - iii. All requests must meet University Visual Identity Standards. Exceptions require the approval of BHSU Marketing and Communications.
 - iv. Accounts Payable will deny all outside direct pay arrangements and reimbursements unless the print services are pre-approved by the BHSU Printing Center for outsourcing.
- b. Print Procurement
 - i. The Manager of Central Duplicating shall determine whether printing services will be performed in-house or contracted through external providers.
 - ii. When contracting through external providers or for the procurement of printing services and signage or wayfinding must follow South Dakota state law and SDBOR, and University policies and procurement processes.
- c. Shared Networked Copiers
 - i. Requests for copiers will be submitted to the Manager of Central Duplicating. The BHSU Printing Center will acknowledge the request, review the scope, technical details, and financial implications of the request, and approve or deny the request and notify the requester.
- d. Signage or Wayfinding
 - i. Requests for signage or wayfinding shall be routed to Facilities Services via the form on DocuSign. Facilities Services will forward the approved request to the BHSU Printing Center. The Printing Center will evaluate if work can be done at the BHSU Printing Center or should be managed through University Purchasing.
- e. All appropriate paperwork and electronic files will be archived for preservation, reference, and future use in accordance with applicable state law, as well as SDBOR and University policies.

- i. The BHSU Printing Center personnel, or successor, will be responsible for archiving associated paperwork, Requests for Proposals, estimates, quotes, receipts and correspondence.

5. Responsible Administrator

The Director of University and Community Relations is responsible for annual and ad hoc review of this policy and procedures. The BHSU President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 9/21/2020.