

Essex County College College Regulation

REG 2-5 PRINT SHOP PROCESSING/PRINTED MATTER

Purpose:

To establish guidelines to maintain efficient and effective College printing operations.

Application:

1. The Print Shop is under the supervision of the Director of Auxiliary Services.
2. Print Shop requisitions must be completed in full and authorized by department heads before the Print Shop will perform any printing request. Each requisition must show a budget account number. Any printed matter intended for public distribution or use outside a single department, must bear the personal approval of the Area Head.
3. No purchase requisitions for printed matter will be accepted by the Purchasing Department for processing without authorization by the Director of Auxiliary Services in order to provide for internal cost estimates.
4. Requisition forms, together with material to be reproduced, must be submitted in person to the Print Shop. When job is completed, the Print Shop will notify the originator or department.

Responsible Official(s):	Reference:
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17	Attachment(s):