



UNIVERSITY POLICY

SUBJECT:	SUPPORT SERVICES	TITLE:	CENTRAL PRINTING & DUPLICATING SERVICES		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Supply Chain Management		Responsible Office:	Logistical Services	
CODING:	00-01-55-55:00	ADOPTED:	07/01/87	AMENDED:	04/05/10
				LAST REVIEWED: 04/05/10	

I. PURPOSE

To outline the proper use of printing and other duplicating equipment in the Central Printing/Duplicating facility at each campus.

II. ACCOUNTABILITY

Under the direction of the Vice President for Supply Chain Management, the Manager of Printing & Duplicating shall implement and ensure compliance with this policy.

III. POLICY

Requirements:

1. University printing and duplicating equipment and services in the Central Printing/Duplicating facility are provided to facilitate the official educational, research, healthcare, administrative, and related activities of the University.
2. Requests for printing and duplicating services provided by Central Printing/Duplicating facilities shall be specifically approved in advance by the authorizing individual on the Printing, Stationary and Duplicating/Requisition form:
http://umdnjwebprod.umnj.edu/ca/print_services/Printing_Requisition.pdf
3. University faculty, staff and students interested in utilizing the services provided by Central Printing/Duplicating for personal materials, must adhere to the following procedure:
 - a. The requester completes a Duplicating/Printing Request Form (available at the Central Printing/Duplicating facility) and submits it to a Central Printing/Duplicating facility supervisor. The supervisor will review the request and determine the appropriate price based on the current fee schedule.
 - b. The requester makes payment to the campus cashier prior to the rendering of duplicating services and then presents the payment receipt to Printing/Duplicating services.

4. Any unauthorized use of printing and duplicating equipment will subject the individual to appropriate University disciplinary procedures as well as being charged for all such costs of reproduction.
5. The Manager of Printing & Duplicating shall carry out periodic audits of the utilization of printing and duplicating equipment in Central Printing/Duplicating and report those findings to the Vice President for Supply Chain Management.
6. The University reaffirms the present guidelines relating to the duplication of copyrighted material. Please refer to University policy Educational Use of Copyrighted Works, 00-01-90-50:05.
7. Questions regarding the interpretation of the policy that cannot be resolved by the individual user's supervisor/superior shall be referred to the Manager of Printing & Duplicating for clarification.

By Direction of the President:

Signature on file

Vice President for Supply Chain Management