


# PROCEDURE

<b>Subject</b>	<b>Purchasing - Printing From Outside Vendors</b>	<b>Number:</b> 5.18.05
<b>Source</b>	Vice President, Finance and Administrative Services	<b>Reference (Rule #)</b> 6HX14-5.18
<b>President's Approval/Date:</b>	 10/23/2017	

## **POLICY:**

All formal printing of catalogs, handbooks, brochures, pamphlets, College special editions, folders etc. are approved and developed through the Department of Communications and Marketing. The Director of Communications and Marketing shall have full authority, with approval by the President or his/her designee, to negotiate with faculty, staff and others the preferred and accepted layout of all copy material. At all times and in all manners, the image of the College shall be maintained at the highest level.

Faculty and staff seeking assistance should make an appointment with the Director of Communications and Marketing to discuss the project in question and to share ideas on the best layout and packaging. All printing jobs shall be bid through the Department of Communications and Marketing through qualified local printing establishments. The College's print shop in Central Services on the Bradenton Campus shall also have an opportunity to bid for these jobs. The effort shall always be made to keep costs low and to utilize College resources whenever possible. No one other than Department personnel shall have any authority to seek bids outside the department.

Allowances for time and resources must be made to ensure that the Department can effectively perform in a professional manner. A minimum of six (6) weeks is necessary on most jobs, and some requiring special services may take longer. All Communications and Marketing Department customers should confer with the Director early enough to get a commitment of the timeline necessary to complete the job.

## **PROCESS:**

The following steps should be taken to ensure smooth development and completion of the print job process:

- 1) All print job requests to be used as marketing collateral must be first approved by either Department Heads or by the appropriate vice president.

- 2) Once approved, College faculty or staff member / group should proceed to meet with the Director of Communications and Marketing to discuss the project and required layout.
- 3) All requisitions for printing through outside vendors must be approved in advance. Petty Cash Vouchers for printing expenditures made by employees will not be reimbursed.
- 4) All business card requests for faculty and exempt employees in budgeted positions shall be available upon request. Business cards for career employees must be approved by the department head and should be produced for those whose job description requires them to interact with the public and with other non College personnel to perform their jobs.
- 5) Emergency printing requests can be handled on a case by case basis and must be approved by the department head and the Department of Communications and Marketing prior to commencement.
- 6) Requisitions should specify that all printing, proofs, and production materials will be picked up and delivered by the vendor unless other special arrangements are made.