

University Printing Services

Original Implementation: Unpublished

Last Revision: April 23, 2013

University Printing Services (UPS) provides photocopying, off-set printing, typesetting, and finishing services for university departments, offices and organizations. UPS may accept work from external parties as production time allows, but priority will be given to meeting official university needs first. UPS will not accept work for political campaigns.

Payment for services may be charged to an inter-departmental transfer (IDT) account by an authorized individual, may be rendered in cash, or paid with an accepted credit card. All IDT charges will be tax exempt. Appropriate tax will be charged for all other purchases unless acceptable proof of tax exempt status is provided.

A completed "Work Order" form and sample must accompany any job submitted to UPS. Work Order forms can be acquired either at the UPS Department or online at the UPS website www.sfasu.edu/printingservs.

UPS abides by all policies governing university publications as published by the Office of Public Affairs.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Director of Student Services

Forms: Work Order forms can be acquired either at the University Printing Services Department or at the University Printing Services website www.sfasu.edu/printingservs.

Board Committee Assignment: Academic and Student Affairs