

<b>Campus Printing Copy Procedure</b>	Procedure Number	7.2P
	Effective Date	TBD

**1.0 PURPOSE**

This document outlines the publication guidelines for Laramie County Community College’s copy and printing procedures when requesting prints through Campus Printing. Campus Printing exists to assist college employees with the day-to-day operations of the college, including providing printed material to aid instruction of students.

**2.0 REVISION HISTORY**

Adopted on: TBD

**3.0 PERSONS AFFECTED**

College entities that use Campus Printing are affected by this procedure. This procedure affects all campus departments that have items printed in the Campus Printing shop, as well as Public Relations and Campus Printing themselves.

**4.0 DEFINITIONS**

- A. *Color Print Job* – Any print job that includes color in document to be reproduced. Because entire job will run through color copy machine, the entire job must be charged as color.
- B. *Black-and-White Print Job* – Any print job that can be reproduced entirely on black-and-white copy machine.

**5.0 PROCEDURES**

In order to keep the costs of printing as low as possible, yet also provide quality instruction material to LCCC students, most printings will be paid for by a centralized budget. For tracking and record-keeping reasons, all printing jobs will require a budget number. Depending on the nature of the job, all jobs coming out of current fund will go through this centralized budget. All other departments/agencies/grants and special print jobs using a budget number other than current fund will be separately invoiced.

Color copies are much more expensive than black-and-white copies. For this reason, color prints will be made only if the color is crucial to a student’s understanding of the material or to advance the college’s image. When these criteria are not met, copies will be black-and-white.

Black-and-white copies still can be made on colored paper.

Centralized budget: Most jobs will be direct-billed to the central budget. Copies made on the commercial copy machines are less costly than copies made on smaller machines or on desktop printers. It is preferable for employees to bring copy jobs of 15 total pages or more to Campus Printing, rather than copying them on department office copy machines.

## 6.0 COMPLIANCE

Printings are subject to the discretion of the Public Relations Director. Frivolous use of campus resources will be charged back to the department making the request for the printing. In most cases, notification that the job will be billed to the department will occur before the job is printed.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) (Name)	Lisa Murphy, Institutional Advancement Associate Vice President Ty Stockton, Public Relations Director	8/5/14
Approval by President's Cabinet		
Ratified by College Council	Typed Name of College Council Co-chair	
Approval by President (Signature)		