

# Request for Off-Campus Printing

In order to be compliant with University Policy I:04:01, this form must be completed prior to submitting a purchase order for outside printing.

This form is intended to ensure that the most cost effective and efficient printing services are being utilized for all print requests across the JSU campus. Normally, the on-campus print shop can meet the needs of the faculty, staff, and students. This form allows the right of first refusal for all print jobs. If the print shop cannot complete a requested print job a reason for approval to go OFF campus and / or a recommendation for alternate printing will be provided. Alternate printing might include suggested changes to color, size, and / or materials.

Date requested \_\_\_\_\_

Date needed \_\_\_\_\_

Name \_\_\_\_\_

Department \_\_\_\_\_

Description of desired job to be performed (please submit a low-res proof with this form):

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Approve

Deny - Request can be accomplished in-house

**Reason for Approval:**

- Quantity exceeds print shop capacity \*
- Desired material is not available
- Size exceeds print shop capacity - cannot be re-sized for in-house printing

Recommended changes to allow on-campus printing

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Director of Print Services

*\*Please consider the Print Shop's Print-on-Demand capabilities. You may not need to print all at once.*