

College Procedure: 700.7 – Large Print Job

Policy Reference: 700 – IT Operations
 Responsible Department: Information Technologies
 Approval Authority: Cabinet
 Procedure Owner: Vice President, Information Technologies
 Effective Date: 04/08/2010

Version Number: 2
 Legal Counsel Reviewed (yes/no): No
 Scope: College-wide

Reason for Procedure

This procedure explains the College requirements for handling large volume printing requests. Large volume is defined as greater than 250 pages.

The Procedure

The College requires all printing jobs that exceed 250 pages, follow the Printing Request form located in KIN, Employee Forms Plus. Exceptions require Cabinet approval and must be due to established efficiencies with an ongoing process, not a one-time situation.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	04/08/2010	Jon Neff, Vice President, Technology Services	New template
2	09/04/2019	Cabinet	Procedure template