

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Printing Services

**Regulation and Procedure
Number: URP: 01.410**

Policy Owner: Office of Marketing and Communications

POLICY STATEMENT

The purpose of this policy is to establish a procedure for obtaining printing and copying services.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, and Staff.

DEFINITIONS

None

REGULATION AND PROCEDURE

- I. The University Printing Services
 - A. The University Printing Services Department operates to assist departments with printing and copying needs.
 - B. Departments are not required to use on-campus printing services for their printing and copying needs. University purchasing procedures must be followed if printing and copying services are obtained off-campus.
 - C. Design standards for the University are established by the Office of Marketing and Communication and must be followed by all members of the University Community. All materials intended for external audiences, whether printed on or off-campus, must meet the University's design standards, and be approved by the Office of Marketing and Communication.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a

result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[TWU Procurement Purchasing Website](#)

FORMS AND TOOLS

None

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| <p>Publication Date:</p> <p>Next Review:</p> |
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