Purpose

This policy sets forth the guidelines for the procurement of printing and copying equipment and devices at Virginia State University.

Authority, Responsibility, and Duties

Unit Managers are responsible for planning and including funds in their budgets for covering print and copy costs of their unit(s) based upon the usage reports provided by the Director of Business Services.

Faculty and Staff shall adhere to the Print Management Policy as written and amended. The Director of Purchasing (or designee) shall ensure that all requests for purchases of printing and/or copying equipment or devices are in compliance with the VSU/ESI Print Management Contract. The Director shall ensure that any print, copy, image, or high volume job that exceeds 2,000 copies/sheets are procured through the University’s preferred vendor for outsourced printing/copying/binding.

The Director of Business Services shall distribute monthly billings to departments that will provide data relative to usage and charges.

Those responsible for monitoring adherence to the policy are the Chief Information Officer (or designee), Director of Purchasing (or designee), and the Director of Business Services.

The University Technology and Communications Committee (UTCC) will establish standards for electronic equipment.

Print Management staff has the authority to disconnect or substitute printing/copying devices or hardware. In addition, only Print Management staff has the authority to uninstall or erase the software package for print activity from computers. Print Management staff includes the Director of Business Services and/or an ESI Technician.

Definitions

None

Policy Statements

Virginia State University seeks to provide effective, quality print and copy services to meet the needs of its faculty and staff at the most reasonable cost to the University with the least damage to the environment.

All purchases of printing or copying equipment and printing or copying devices require the prior explicit approval of the Chief Information Officer (or designee) and the Director of Purchasing (or designee).

The Director of Business Services will provide print and copy cost estimates for the forthcoming fiscal year no later than May 1 of each year based upon actual usage. The Director of Business Services, in collaboration with the Director of Purchasing, will encumber funds annually from departmental budgets.
Periodic print management audits will be conducted on a continuous basis to enforce policy provisions. If the Director of Business Services, or designee, discovers that a violation has occurred, which prevents the recovery of program revenues, departments will be assessed a standard minimum charge of $67 for each month of non-compliance.

The Office of University Technology (OIT) must first notify the Director of Business Services or the Assistant to the Vice President for Administration and Finance of their plans to move, modify, disconnect, or reconnect any printing equipment on the VSU campus.

**Procedure**

Unit Managers will plan and budget for their print and copy costs and will ensure that their budgets are consistently sufficient to cover their print and copy costs.

University departments will utilize the equipment in their areas to obtain print and copy images for their daily University business. At the end of each month, the Director of Business Services will obtain usage reports, from all printing devices, for each department. Statements will be distributed to the departments denoting the usage and corresponding costs. A journal entry will be generated to capture the costs from the department’s budget.

**Other Considerations**

This policy supersedes any previously published University policy concerning print management operations. This policy shall remain in effect until modified or rescinded by the University. The University reserves the right to amend, modify, or revise this document and publish any changes that it deems are in the best interest of Virginia State University and to ensure compliance with any applicable regulations mandated by the VSU Board of Visitors, President, and/or the Commonwealth of Virginia.

**References**

Commonwealth of Virginia – Department of Accounts - CAPP Manual 10305 – Internal Control Guidance

**Approval By:** Eddie N. Moore, Jr., President  
**Date:** June 18, 2008