

Purpose

This policy sets forth the guidelines for the procurement of printing, copying, scanning, and faxing 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 Auxiliary Services.

Faculty and Staff, of Virginia State Agencies 212 and 234, 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, copying, scanning and/or faxing equipment or devices are in compliance with VSU's Print Management Contract. When fiscally favorable for the University, the Director shall ensure any print, copy, image, or high volume job that exceeds 2,000 copies/sheets is procured through the University's preferred vendor for outsourced printing/copying/binding.

The Director of Auxiliary Services shall distribute monthly reports to departments that 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 Auxiliary Services.

Technology Services (OIT) will establish standards for allowable electronic equipment.

Print Management staff has the authority to disconnect or substitute printing/copying/scanning/faxing 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 Auxiliary Services and/or a Print Management Technician.

Definitions

None

Policy Statements

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

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

The Director of Auxiliary Services will estimate print and copy costs for the forthcoming fiscal year, based upon historical usage, no later than July 1. The Director of Auxiliary Services, in collaboration with the Director of Budget, 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 Auxiliary Services, or designee, discovers a violation has occurred which prevents the recovery of program revenues, departments will be assessed a penalty per device for each month of non-compliance.

Virginia State University
Policies Manual

Title: Print Management Policy

Policy: 5201

Technology Services (OIT) must first notify the Director of Auxiliary Services and the outsourced print management firm of any request to move, modify, disconnect or reconnect printing/copying/scanning equipment used by the VSU campus community. All relocation of equipment is to be coordinated through the outsourced print management firm.

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 Auxiliary Services will obtain usage reports, from all printing devices, for each department. Reports will be distributed to departments; detailing their usage and corresponding costs. A journal entry will be generated to recover the costs from departments' budgets.

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 deemed to be in the best interest of Virginia State University; ensuring 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

Approved By:  _____
President

Date:  _____