

Augusta University

Policy Library

Copy & Print Services

Policy Owner: VP for Finance

POLICY STATEMENT

All units and members of Augusta University, AU Medical Center, Children's Hospital of Georgia, and AU Medical Associates should submit printing and copying requests to the Copy and Print Services Department.

This policy ensures that printing and copy jobs are appropriately coordinated through Copy & Print Services and Communications and Marketing, and adhere to the published style guide(s).

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

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PROCESS & PROCEDURES

Overview

Augusta University, AU Medical Center, Children's Hospital of Georgia, and AU Medical Associates shall provide printing, photo copy services, and other related business services for the conduct of Institution business through the Copy & Print Services Department. These services will also be offered to students, faculty, and staff in accordance with Institution procedures.

Printing and copying of materials must be coordinated through the Copy & Print Services Department. All campus printing and copying jobs must be submitted to Copy & Print Services for an initial evaluation and quotation.

Waivers and Exceptions to the Policy

The Senior Vice President for Communications and Marketing has the authority to grant exceptions to the policy when appropriate.

The Copy & print Center Manager has the authority to grant exceptions to the policy when appropriate.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 621

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 07/27/2016

Last Review: 06/20/2017

Process/Procedures

- Forward the Job Request Form to Copy & Print Services with a sample attached. One Job Request Form should be used for each printing job. A departmental copy of the Job Request Form will be returned to your department upon delivery of your job.
- For departments wishing to submit jobs electronically, email all correspondence to or copycenter@gru.edu
- Job Processing: The steps for processing a Copy & Print Services job follow:
 - Receive the Copy & Print Services Job Request and complete the pricing section.
 - Assign a job number, schedule work and record completion date.
 - Complete work and deliver to the user on or before the scheduled completion date.
 - Obtain signature on the Copy & Print Services Job.
- Responsibilities

REFERENCES & SUPPORTING DOCUMENTS

www.gru.edu/copycenter

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/20/2017