

MILLERSVILLE UNIVERSITY PRINT PROCUREMENT GUIDELINES

All items to be printed by Millersville University organizations and departments must follow the following general guidelines.

First, you must determine whether the item to be printed is designed to be distributed for **INTERNAL** use or is for an **EXTERNAL** audience.

INTERNAL DISTRIBUTION ONLY

All printing intended for **current students, faculty, staff, administration**, (e.g. *booklets, brochures, calendars, flyers, maps, postcards, programs, reports, signs, posters, syllabi, testing materials, orientation materials, classroom teaching materials, club announcements, event notices, etc*) should be done on **DEPARTMENTAL MULTI FUNCTION DEVICES (MFD)** whenever possible. ***This is the least costly*** of all available printing options. Though these devices will not serve every need, all print jobs capable of being produced on departmental copiers should be done so.

Simple copying and binding of multiple collated sets of pages beyond the capability of the departmental MFDs should be directed to the Copy Shop in the SMC operated by Student Services Inc. You may pay for these services with your departmental Purchasing Card.

In all other cases, contact the Manager of University Services and Print Procurement Coordinator (Barbara Buchanan x5659) for guidance and order placement. She will solicit quotes from qualified vendors and place the order at the lowest cost to the University. All documents will be submitted for your approval by the printer before production.

This office will ensure that approved graphic standards and the Millersville University brand are correctly presented on all printed matter. Information and approved artwork can be found at: <http://www.millersville.edu/ucm/files/MU.identity.guide.pdf>. Any questions regarding use of logos, slogans, and other identity graphics should be directed to University Communications and Marketing (UC&M) in Duncan House.

NOTE: For all printing, the preferred method of payment will be with your Departmental Credit Card (P-Card).

EXTERNAL AUDIENCE ONLY

All printing intended for the **general public, admissions, alumni, prospective students, student parents, advertising, web pages** (e.g. *program booklets, brochures, invitations, business cards, letterhead, newsletters, postcards, posters, programs, sports schedules, flyers, etc*) must be submitted to UC&M for design and production. Following design, the finished proof will be submitted to you for review and approval before printing. ***You MUST submit your requisition to UC&M in adequate time for production.*** For any further information regarding lead times and other requirements, please contact Diane Black at x5830.