

THE
LeMoyne-Owen
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Copy Shop Requisitions for Print Orders	Effective Date:	Policy Number:
	July 1, 2011	02-1-001
	Supersedes:	Page 1 Of 2
	Policy: Date:	
Responsible Authority:		
Administrative Services- Copy Shop Manager		

I. Purpose and statement of operational policy underlying the procedure.

The policy helps to ensure printing requests for copies are requested through the campus Copy Shop in writing.

II. Applicability/Scope

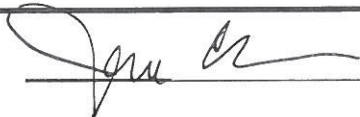
This applies to all College Personnel and Students.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Requestor	Must complete a Printing Request with a Departmental Account Number and submit it to the Copy Shop Manager.	Early as Possible
Student Requestors	Must check pricing for copies with the Copy Shop Manager; make the payment at the Fiscal Cashier Office, then return the receipt of payment to the Copy Shop.	Early as Possible
Copy Shop Manager	Will process only approved printing requests, and notify the requestor once the job is completed.	For Large print jobs please allow one week.

IV. Related policies/References for more information

Administrative Services Policy Manual

Authorizing Official:		Authorization Date: <u>10-10-11</u>
Title:	<u>Director, Administrative Services</u>	