

TO: All Campus Offices  
FROM: Andrew Evans, Vice President for Finance  
SUBJECT: Printing and Mailing Costs  
DATE: September 17, 2003

### **GENERAL COLLEGE POLICY ON PRINTING & MAILING**

In the College's continuing effort to control operating expenses, effective September 10, 2003, purchase orders and requests for all printing and duplicating (except for routine in-office photocopying) must be sent to Printing Services in the Service Building for review and approval. **NO PRINTING INVOICES WILL BE PAID UNLESS THE FOLLOWING GUIDELINES ARE MET.**

Printing Services will determine whether work will be kept on campus or directed to an outside vendor. Printing Services will arrange for the vendor to handle the job or arrange to have you contact the vendor directly after the necessary paperwork is completed. You may then have direct contact with the vendor, keeping Printing Services informed of changes, problems, and all correspondence. (This includes such vendors as Staples, Kinkos, etc.)

Printing Services requires a minimum of five (5) working days for the completion and review of any work submitted that is a basic duplication project. Jobs involving bindery work and other special needs may require more time.

Oberlin College will not pay any printing vendor who submits an invoice without a pre-assigned purchase order. All printing jobs **MUST** go to Printing Services. Any Department violating this policy will have its printing lines reduced in the following year's budget.

We also will communicate this policy in writing to our printing vendors.

**For institutional accounting purposes, all printing projects must be charged to one of two Banner budget lines:**

<b>Outside Printing</b>	<b>7141</b>
<b>Printing Services</b>	<b>7026</b>

All printing funds previously embedded within other budget lines must be transferred to one of the two Banner printing lines listed above. Contact the Controller's office at 58428 for assistance on Banner budget transfers.

### **AUTHORIZED PRINTING**

At this time, the following is a basic list of what is considered authorized printing.

- Office Stationery
- Office Envelopes
- Business Cards
- Academic Department Classroom Teaching Aids
- Administrative internal department day-to-day needs
- Pre-approved publications and printing per authorized list

## **APPROVED PUBLICATION LIST**

All publications that are to be printed off-campus must be approved by Senior Staff, Division Heads, and the Vice President of College Relations. The list is available as a downloadable file from <http://www.oberlin.edu/purchase/printing/>

To request a publication that is not on the authorized list, you must complete an “Off-Campus Major Publication Request Form” and submit it to your Department Head/Chair, Division Head, and then to the Vice President of College Relations for approval. Once the form is approved, Printing Services can proceed with the printing job. Forms can be obtained from Printing Services, College Relations, or online at <http://www.oberlin.edu/purchase/printing/>

## **MAILING AND SHIPPING COSTS**

All outgoing mail sent to Printing Services to be postage metered must contain an authorized departmental mailing form. Mail will be returned to departments to have this form completed. Mail received with no departmental return address will be opened and then returned to the appropriate department personnel. (The College does not pay for personal mail.)

Any outgoing mail received by Printing Services that exceeds more than fifty (50) pieces at a time must have attached to the mail a completed departmental mailing form bearing the authorized signature of the Department Head or Division Head. Signature stamps or delegation to others will not be honored. **INCOMPLETE FORMS WILL BE RETURNED TO THE APPROPRIATE DEPARTMENT.**

If sending out more than 200 pieces at one time, please contact Printing Services to discuss using permit mail. (Except in some very few cases, sending mail to employees at their home address is prohibited.)

You are also encouraged to review your departmental use of Federal Express, Airborne, etc., and the use of overnight letter and package delivery. In many cases items are sent overnight, when normal mail services are appropriate or when documents can be transmitted by e-mail. Planning ahead can assure timely delivery of your mail without the added expense of overnight delivery.

Departments also are responsible for all costs associated with postage returns on mailed publications.

There must be a strict control of mailing labels through Banner. All requests for Mailing Labels **MUST** go through Printing Services. Those Departments compiling their own database for mailing labels **MUST** receive approval from Printing Services prior to each use.

For questions concerning this memo, please contact Printing Services at 58423 or College Relations at 58624.