



Policy Chapter: Chapter 4 Administration

Policy Number and Title: 04.022 Printing Services and Copy Centers

I. Policy Statement

The University of North Texas maintains an in-house full-service graphics department, Printing and Distribution Solutions (PDS), dedicated to providing efficient, cost-effective design, printing and bindery services for the campus community.

II. Application of Policy

All University

III. Policy Definitions

None

IV. Policy Responsibilities

A. Procurement of Print and Copy Services

Departments should direct all requests for printing and copying to Printing and Distribution Solutions (PDS). Acquisition of all printing and copying is subject to the laws and regulations of the State of Texas and the policies of the University of North Texas. All printing and copying produced by non-UNT (external) vendors must be approved in advance by the Director of PDS. UNT departments, schools and colleges are prohibited from using university purchasing cards to purchase printing or copying services, except by permission of PPS in collaboration with PDS.

Prior to production of any job, PDS will review all specifications and artwork for branding compliance and technical accuracy. PDS will serve as liaison between the customer department and producing vendor to assure bid specifications have been faithfully executed and delivery times and budgets are maintained.

When project specifications require outside vendor bids, the Purchasing office will issue RFP's and open bids upon the specified date. More information on the bidding process may be found at the [UNT System Procurement](#) web site.

B. Off-Campus Printing Services

The Director of PDS reserves the right to procure off-campus printing services when cost effective or necessary.

V. Resources/Forms/Tools

[UNT System Procurement](#)

VI. References and Cross-References

[UNT Policy 04.019, Institutional Brand Identity](#)

VII. Revision History

Policy Contact:	Director, Printing and Director Solutions
Approved Date:	01/01/1983
Effective Date:	01/01/1983
Revisions:	07/01/2002, 05/2011, 01/18/2022