

# **USE OF UNIVERSITY PRINTING SERVICES**

**November 23, 2004**

The University of Oklahoma Printing Services Department provides high quality printing and copying services for most University campus areas. To best comply with University Regents policy (4.10.7—Purchases from Auxiliary Enterprises and Service Units), the following procedure is strongly recommended.

- Printing requests should be routed to University Printing Services for quote and estimate of completion time.
- Requests placed with Printing Services require no purchase order, and there is no maximum dollar limit. Charges can be made to any valid University account number.
- If external pricing is desired, a concurring e-mail from Printing Services should be attached to a requisition and forwarded to Purchasing.

This procedure is recommended for all OU campus operations in Norman, Oklahoma City and Tulsa\*, and other OU areas as appropriate.

Questions regarding the procedure may be directed to University Printing Services or the Purchasing Department.

\*The Tulsa campus is exempt from mandatory use of University Copy Centers, but not printing services.