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**Topic**
Business Administration [1]

**Policy Number**
200-20

**Reviewed Date**
October 5, 2017

**Responsible Office**

- Office of the Senior Vice Chancellor, Finance and Administration [2]

**Purpose**

This policy delineates the use of internal printing and digital copying services and how charges for these services are administered.

**Definitions**

Documents & Media

Performs typesetting, graphics and web design, multi-media, offset printing, digital high speed copying, color copying, other copying, large format poster, bindery and related services.

**Policy**

A. Documents & Media may be used by the faculty, staff, and students of any campus department or organization affiliated with the campus.

B. All work performed will either be recharged or billed as a sundry debtor transaction. A sundry debtor is defined as an individual or organization indebted to the University for service rendered or product provided.

C. An external competitive bid process is not required when Documents & Media is used for the defined services provided.

**Responsibilities**

Contact Documents & Media with any questions.

**Related Policies**

- 050-12 - Letterhead Stationery [3]

**References**

- Documents & Media Website [4]