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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]