



SAN DIEGO STATE UNIVERSITY

Subject: **Reprographics Policy and Procedures**

Department Name: All

Supersedes:	N/A
Effective Date:	October 1, 2019
Issue Date:	October 1, 2019
Version	1
Approved by:	Crystal Little, Interim AVP Financial Operations Eric Hansen, AVP Business Operations



Crystal Little (Nov 14, 2019)



Background

Per the Integrated CSU Administrative Manual Section 5705.00, the printing, binding, stapling and other related service needs of a campus are often available from on-campus providers such as central reprographics or self-supporting copy centers, such as Montezuma Publishing. Whenever such needs can be accommodated locally, these service providers shall be considered first. Off-campus solicitations for printing, binding, or other related services from private printers are subject to the CSU's competitive bidding requirements.

When am I required to use an on-campus reprographics provider?

Our on-campus reprographics providers must have the first opportunity to provide the requested service to on-campus users. There will be work that cannot be provided by our on-campus providers, as noted below. There may be work that the on-campus providers could provide but may choose not to, based on other orders or circumstances. All applicable work must be presented to either on-campus provider who will then determine whether they can provide the service. If either of the on-campus providers is unable to provide the requested service, this will be communicated to the requester in an email.

What on-campus providers are there and what services do they provide?

SDSU ReproGraphics and Montezuma Publishing are both on-campus service providers that provide high quality printing and other related services at a competitive price. Both of our on-campus providers have experienced employees and the necessary quality technology to meet many printing needs on campus. They offer a wide variety of products and services as outlined below.

What items/services are the on-campus providers unable to provide?

The on-campus providers have internal limitations on the size or quantity of an item that can be accommodated in-house, including but not limited to the items below:

1. Posters larger than 36"x48", with or without mounting or
2. Individual Student Work

If your order is for any of the items above, you do not need submit your order to one of the on-campus providers for review based on this policy.

What items/services are the on-campus providers able to provide?

SDSU's on-campus providers are aware that they cannot meet all printing needs, such as same-day turn-around or consistently offering the lowest price. However, they can provide quality printing and competitive prices on the following products and services. This list is not all inclusive and more detail is provided in the table in Appendix A.

1. Printing, Binding, Stapling
2. SDSU Logo Stationery, including Business Cards, Letterhead and a wide variety of Envelopes
3. Booklets, Bookmarks, Brochures, Cards, Certificates, Classroom Materials, Door Hangers, Exams, Flyers, Invitations, Journals, Labels and Stickers, Magazines, Media Guides, Newsletters, Notecards, Notepads, Office Forms, Parking Permits, Perfect Bound Books, Pocket Folders, Postcards, Posters (up to 11"x17"), Programs, Reports, etc.
4. Mail Preparation Services for the above printed materials
5. Variable Data and Personalization imprinting on the above materials
6. Oversight and Guidance on SDSU Communication Guidelines

If your order is for any of the items in Appendix A, you MUST submit your order to one of the on-campus providers for review.

If you are unsure if one of the on-campus providers can complete your order, you MUST submit your order for review. If your order cannot be completed order timely or for a competitive price by either of the on-campus providers, they will let you know via email. You must include that documentation in your payment request for a third party invoice.

Ordering Procedures for ReproGraphics:

1. Place your order with Reprographics by
 - o Going to the Reprostore for Business cards, envelopes and stationary.
 - o Submit an on line-job ticket for all other items
 - o Upload your files to ReproDropoff
 - o Contact us directly with custom requests and or questions at repro@sdsu.edu or 4-2967
2. If you have a quote from an off-campus vendor, please include it with your order and ReproGraphics will consider it as they determine whether they will be able to complete your order
3. ReproGraphics will confirm your order and provide pricing/delivery information
4. If ReproGraphics cannot complete your order, you will be notified via email.

Ordering Procedures for Montezuma Publishing:

1. Place your order with Montezuma Publishing by
 - o Submitting an online order form at <https://eva.aztecshops.com/onlineorderform>
 - o Email us at montezuma@aztecmail.com
 - o Contact us directly with custom requests and or questions at montezuma@aztecmail.com or 4-7552
2. Montezuma Publishing will confirm your order and provide pricing/delivery information
3. If Montezuma Publishing cannot complete your order, you will be notified via email

APPENDIX A

Type of Service	ReproGraphics (RG)	Montezuma Publishing (MP)
Banners		X
Binding	X	X
Booklets	X	X
Book Publishing		X
Bookmarks	X	X
Brochures	X	X
Business Cards	X	
Cards	X	X
Certificates	X	
Classroom Materials	X	X
Copyright Clearance		X
Custom Course Readers		X
Design		X
Digital Materials		X
Dissertation		X
Door Hangers	X	X
Editing (grammatical)		X
Envelopes	X	
Exams	X	X
Flyers	X	X
Formatting and layout	X	X
Invitations	X	X
Journals	X	X
Labels	X	
Letterhead	X	
Magazines	X	X
Media Guides	X	X
Newsletters	X	X
Notecards	X	X
Notepads	X	X
Office Forms	X	X
Parking Permits	X	
Perfect Bound Books	X	X
Pocket Folders	X	
Postcards	X	
Posters (up to 11"x17" for RG and 36"x48" for MP)	X	X
Printing	X	X
Programs	X	X
Reports	X	X
SDSU Logo Stationery	X	
Stapling	X	X
Stickers	X	X
Student Success Fee Project work		X
Thesis		X
Mail Preparation Services for the above printed materials	X	X
Oversight and Guidance on SDSU Communication Guidelines	X	X
Variable Data and Personalization imprinting on the above materials	X	X