



UNIVERSITY OF
WEST GEORGIA

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Effective	N/A
Next Review	N/A

Area	Finance
	(Procedures)

Print Services Usage and Compliance

Authority for Procedure granted by [UWG Policy #3001 Purchasing](#).

University of West Georgia (UWG) Print Services operates as a cost-recovery auxiliary unit, providing efficient, high-quality, and cost-effective printing and mailing services to the University Community.

These procedures apply to all university-funded printing, print-related services, and bulk mailing projects across all UWG campuses, colleges, departments, and units (regardless of materials, substrates, applications, or funding sources). This includes services such as printing, finishing, binding, and bulk mailing.

Exemptions: Incidental photocopying performed at the individual or departmental level is exempt from these procedures.

Any request for an exception must be submitted with justification to the Chief Campus Services Officer or their designee.

Thresholds for Procedure Applicability:

Beginning with the following quantities, utilizing UWG Print Services typically results in cost savings.

- **Printing Projects:** Any project requiring more than 500 copies or totaling more than 500 pages.
- **Bulk Mailings:** Any standard or nonprofit mailing over 200 pieces, or any first-class mailing over 500 pieces.

A. Branding and Operational Justification

UWG Print Services ensures that all printed and bulk-mailed materials align with the university's branding standards, comply with copyright laws, and utilizes campus printing operations efficiently. As a dedicated, high-quality service center, UWG Print Services supports the university's financial health by providing cost-effective solutions that maintain the quality and consistency essential for official university representations.

While some individual projects may occasionally have higher costs compared to external vendors, UWG Print Services generally offers more cost-effective solutions when considering the overall quality, time savings, and adherence to university standards.

Any request for an exception must be submitted, including justification, to the Chief Campus Services Officer or their designee (email to printservices@westga.edu)

Information regarding UWG Print Services' capabilities, services offered, and procedures for placing a printing request can be found at the following URLs: <https://printstore.westga.edu/home> or <https://www.westga.edu/pubprint/index.php>

B. Price Comparison and Matching

UWG Print Services is committed to offering competitive value and service to the University Community. To ensure cost-effectiveness, Print Services are open to conducting price point comparisons upon request.

Price Matching Criteria:

- **Valid Documentation:** All price comparisons must be based on official, documented quotes from external vendors.
- **Equivalent Specifications:** The external quote must match or be equivalent to UWG Print Services' offerings in terms of product specifications, quality, quantity, timelines, and service levels.
- **Feasibility Assessment:** UWG Print Services will assess the feasibility of matching the external price. Final decisions on price matching are at the discretion of UWG Print Services.

If a price match is deemed unfeasible, an exception will be granted, allowing the department to proceed with an alternative vendor.

For more information or to request a price comparison, contact UWG Print Services at (678) 839-6483 or email printservices@westga.edu

C. Enforcement and Exceptions

UWG Print Services collaborates with University Communications and Marketing (UCM) to ensure that printed and bulk-mailed materials adhere to the University's brand standards. University personnel are expected to consult with UCM for all university-related projects.

1. Submission and Production Process

- All university printing and bulk mailing requests must be submitted to UWG Print Services for review and processing.
- If UWG Print Services lacks the necessary equipment or cannot meet a project deadline, it will coordinate outsourcing to an approved external vendor on behalf of the department when

appropriate.

- Regardless of the production method, UWG Print Services ensures that all projects meet departmental and UCM specifications, quality, and brand standards.

2. Vendor Communication

- University personnel shall not contact external printers or bulk mail service providers directly for quotes or estimates.
- External vendors soliciting print or bulk mail business from UWG entities should be referred to UWG Print Services.

Exceptions:

Projects covered under an approved, documented in-kind agreement or fully donated can be exempted from these procedures, provided that proper documentation is received and recorded by the UWG Foundation and/or UWG Purchasing Services. All such agreements must undergo legal review by the Office of Legal Affairs (email: legal@westga.edu) to mitigate personal and institutional liability.

D. Compliance

Departmental expenditures (including purchase orders, check requests, purchasing cards, and reimbursement requests) for print, print related, or bulk mail purchases will be routinely audited and monitored to ensure compliance with these procedures. Individuals and/or departments that deviate from the procedures risk delayed or denial of payment from university funds. Repeated violations may result in purchasing privileges being reduced.

Employees traveling on official university business may use procurement cards or personal funds to be reimbursed to purchase University business-related print or print related services, that comply with all existing purchasing card and reimbursement rules and regulations.

Any request for an exception to these procedures must be submitted, including justification, to the Chief Campus Services Officer or their designee (email printservices@westga.edu).

Definitions

University Community - For purposes of this procedure, (1) All persons enrolled at or employed by the University, including University students, faculty, staff, administrators, and employees, (2) recognized University-affiliated entities, including University departments, foundations, and registered University student organizations, and (3) Alumni and members of the public.

Appendices/ Other Resources (i.e., training, checklists, job aids)

For information on UWG Print Services' capabilities, services offered, and procedures for placing a

printing request, please visit:

- <https://printstore.westga.edu/home>
- <https://www.westga.edu/print-services/>

Approval Signatures

Step Description

Approver

Date