

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 7.1.5

Revised: August 14, 2017

SUBJECT: PRINTING SERVICES

Each academic and administrative unit is responsible for the acquisition of printed materials necessary to fulfill the needs and purposes of the unit. All Wayland Baptist University publications must reflect a high degree of consistency with the university's purpose and image and must be reviewed and approved by the director of communications as set forth in [policy 7.4.3](#).

Professional Printing - Some materials have quantity or quality requirements which necessitate the use of professional printing services. Requisition of approved printing must comply with the purchasing policies and procedures in [policy 4.1.1](#). Guidelines for formatting a proper printing bid document are available from the director of communications.

Quick Printing - Some materials may be adequately duplicated by equipment on a given university campus. On the Plainview campus, the director of the university store is responsible for providing access