



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

DATE ISSUE  
2/28/00

REVISION  
5

PAGE  
F6-110.0

SUBJECT  
FACILITIES AND SERVICES

SUB-TOPIC

PRINTING

A. General Policy: Quality printing and copying services and facilities are available, at a fee, to all University faculty, staff and students, Monday through Friday, 8:00 a.m. to 5:00 p.m. Letters, flyers, dissertations (for UTD), catalogs, posters, and brochures are among the capabilities of Printing Services. Inquires should be directed to:

UTD/RICHARDSON CAMPUS

Printing	Service Building	Ext. 2266
Copy Center	Bookstore Building	Ext. 2265

Official UTD letterhead may not be altered or changed in any way without prior approval from the President or his/her designee.

B. Requisitions for Printing: A Reproduction Request form (see Exhibit F13), with authorized signature, must accompany each job before work can begin.

C. Requisitions for Copying Services: Complete a Request for Copy Service form (see Exhibit F14).

D. Facilities:

1. UTD/RICHARDSON: A comprehensive facility known as the Print Shop is located in the Service Building, SB 12. It offers a variety of paper stock, colored ink, and a full range of graphics services including designing forms; layout; paste-up; offset printing; duplicating; collating; folding; binding; and processing black and white negatives and prints. The Print Shop is capable of handling four (4) color process assignments.

Coin-operated copiers are strategically located in buildings on the main campus for the convenience of students.

2. UTD/CALLIER CENTER: Self-service photocopy equipment is located at the Callier Center. Process color and other printing needs are done at the UTD/Richardson Print Shop.