

[Home](#)

V-23 – Printing

(Amended 9/93; 9/02; 10/04; 12/05; 3/17)

Effective March 2017, this policy has been revised. For the most current version without redlining, return to [V-23](#).

23.1 Purchasing Officer

The Printing Department Manager is the University's purchasing officer for all printing and copying. ~~This responsibility is assigned by policy of the Board of Regents, State of Iowa (RPM 7.10).~~ All printed material and high-volume printing must be processed through UI Printing. Purchases related to printing and photocopying services are initiated on a standard University requisition made to the Printing Department. No commitments for printing or copying may be made without the approval of the Printing Department manager or designee. Commitments made without prior approval are voidable. Design services for printed materials may be provided or purchased from outside the Printing Department without prior approval, but the design process should be coordinated with the Printing Department, and the design project may not include printing without explicit prior approval. Designs must comply with University Brand Manual established by the Office of Strategic Communication.

(See also [II-20](#); [V-11.9d](#) and [g](#); [VI-21](#).)