

College Procedure: 700.7 – Large Print Job
Policy Reference: 700 – IT Operations
Responsible Department: Information Technologies
Approval Authority: Cabinet
Procedure Owner: Vice President, Information Technologies
Effective Date: 4/8/2010

Version Number: 2
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

This procedure explains the College requirements for handling large volume printing requests. Large volume is defined as greater than 250 pages.

The Procedure

The College requires all printing jobs that exceed 250 pages, follow the Printing Request form located in KIN, Employee Forms Plus. Exceptions require Cabinet approval and must be due to established efficiencies with an ongoing process, not a one-time situation.

References

Definitions

Term	Definition
Term 1	
Term 2	
Term 3	
Term 4	

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	4/8/2010	Jon Neff, Vice President, Technology Services	New template 8/29/2017
2		Cabinet	Procedure template 9/4/2019