

# Printing Services

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## I. On-Campus Printing Services

### PO Type: UP – University Printing

All University printing projects should be submitted to the **NSU University Print Shop** unless scheduling, equipment limitations, or complexity of work requires external services.

#### Procedure:

- The **Budget Unit Head or Requesting Department** must initiate a **Banner Purchase Requisition** using **PO Type “UP”** for all on-campus printing jobs.
- If University Printing is unable to fulfill the request, the department must follow the **Off-Campus Printing** procedure (see Section II).

## II. Off-Campus Printing Services (Not to Exceed \$10,000)

### PO Type: NW – Order Not Exceeding \$10,000

Off-campus printing may only be used when:

- The **NSU Print Shop** cannot complete the project, **and**
- The **Louisiana Office of State Printing** is unable to handle the work.

All external printing services must follow applicable **Order Not Exceeding, Sealed Bid, or State Contract** procurement procedures.

### Purchase Requisition Requirements for Off-Campus Printing:

The requesting department must submit a **Banner Purchase Requisition** (PO Type NW), including the following details:

- Previous Purchase Order Number (if applicable)
- **Quantity**
- **Size** of finished product
- **Paper stock:** cover and text specifications
- **Ink:** color and placement for both cover and text
- **Total number of pages and/or folds**
- **Binding method** (e.g., saddle stitch, perfect bound)
- Whether **camera-ready artwork** will be provided by the department (Yes/No)
- **Samples** of the document/publication to be printed

## Reminders:

- NSU's internal print shop must always be the **first point of contact**.
- External vendors may only be used **after NSU Printing and State Printing** confirm they cannot complete the project.
- All procurement steps must follow the **University's purchasing policies** and applicable **Executive Orders**.