

Printing Services

On Campus, University Printing

PO Type: UP – University Printing

All University printing jobs will be processed by the University Print Shop unless schedules or complexity of work deem otherwise. The Budget Unit Head – Requesting Department should submit University Printing requisitions, Purchase Order Type (UP) for on-campus printing purchases. Printing projects that cannot be handled through University Printing are to follow procedures as outlined in the Off-Campus Purchases Section of this Policy and Procedure.

Off-Campus Printing NOT Exceeding \$10,000

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

If a printing project cannot be handled through the NSU University Print Shop or [The Louisiana Office of State Printing](#). All printing services provided by an external source must follow the Order not Exceeding, Sealed Bid, and State Contract policy and procedure as applicable. The Requesting Department must process an on-line Banner Purchase Requisition. The purchase requisition should include the following information:

- Previous Purchase Order Number (if applicable)
- Quantity
- Size
- Paper: Cover and Text
- Ink: Cover and Text
- Number of pages and/or folds
- Binding
- Camera ready artwork will be provided to the vendor (yes/no)
- Samples of document/publication