

Campus Printing Copy Procedure	Procedure Number	7.2P
	Effective Date	September 22, 2014

1.0 PURPOSE

This document outlines the publication guidelines for Laramie County Community College’s copy and printing procedures when requesting prints through Campus Printing. Campus Printing exists to assist college employees with the day-to-day operations of the college, including providing printed material to aid instruction of students.

2.0 REVISION HISTORY

Adopted on: 9/22/14


3.0 PERSONS AFFECTED

College entities that use Campus Printing are affected by this procedure. This procedure affects all

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6.0 COMPLIANCE

Printings are subject to the discretion of the Marketing and Communications Director. Frivolous use of campus resources will be charged back to the department making the request for the printing. In most cases, notification that the job will be billed to the department will occur before the job is printed.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) (Name)	Lisa Murphy, Institutional Advancement Associate Vice President Ty Stockton, Public Relations Director	8/5/14
Approval by President's Cabinet		9/17/14
Ratified by College Council	Chad Marley, College Council Co-chair	9/22/14
Approval by President (Signature)		9/22/14