

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

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|---------------------|-----------------------------------|-----------------|--|
| Chapter 5 | Information Management & Services | Effective: | June 2002 |
| Section 5.4 | Educational Media Resources | Revised: | March 2006 |
| Policy 5.4.6 | Printing Services | Responsibility: | Vice President and Chief Information Officer |

PRINTING SERVICES

Responsibilities

Printing Services provides reprographic media services in support of the missions of the Health Science Center. Services for new or transfer employees may be requested at <http://ims.uthscsa.edu/printing/documents/printingsrf.pdf>.

The role of Printing Services is to:

- Provide service in the areas of graphic design/pre-press service, printing, duplicating, binding, and office copiers.
- Contribute to and be knowledgeable in current practices and new developments in reprographic media in order to serve as an information and consultation resource.
- Work with faculty, staff, and students to assess current and future needs for printing services and develop plans to meet the needs.

Graphic Design

Graphic Design for print media, Copy Center and offset printing work should be requested by submitting a [Printing Services Service Request Authorization Form](#) to Printing Services. Forms are available without charge from Printing Services. The Copy Center provides duplicating services from line copy originals in 8.5 x 11 or 8.5 x 14 size and in black ink and short run color copying. Offset printing services are also provided for jobs requiring four-color process and a wide variety of special printing requirements. Contact Printing Services for information on current services.

Pin Numbers

Departmental pin numbers are required to access office copiers. Monthly pin number reports are e-mailed to departments. Departments are responsible for reviewing reports and having signed by an authorized signature for the project identification numbers and faxed back to Printing Services.

Any updates should be noted on reports when faxing back to Printing Services. Departments are responsible for keeping pin numbers

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secure. Reports are due back before the end of each month to ensure same month billing cycle.

Official Stationery and Business Cards

The Executive Committee approves the design of the official stationery to be used throughout the University. The stationery shall be used for official business only and the use for personal correspondence is prohibited. The University of Texas Health Science Center at San Antonio seal, in burnt orange, is used on stationery and business cards. The use of any other seal or logo is prohibited except as follows:

- The use of the multi-colored seal is reserved for the Office of the President.
- For internal invitations to functions sponsored by schools. Other seals or logos may be used with prior approval of the Executive Committee.

The policy of personalizing approved stationery design by printing an individual's name on the letterhead or requests that change the approved official stationery design format is at the discretion of the appropriate member of the Executive Committee and requires written approval.

This policy is also intended to authorize the purchase of business cards from state budgeted funds. Business cards may be purchased only from Printing Services. All Health Science Center employees must use the current standard format. Requests for new, editing or re-print stationery services should be submitted using a [Printing Services Service Request Authorization Form](#).

Additional information may be obtained by visiting our Web site at: <http://atsweb.uthscsa.edu/printing/index.asp>.
