



Ohio Administrative Code

Rule 3342-5-10.301 Operational procedures and regulations regarding publications.

Effective: March 1, 2015

(A) Purpose. No office, faculty or staff member can purchase printing without initiating such action through the publications and printing office. Unless the request for printing is approved by the major budget officer and the manager of publications and printing, the purchasing department will not issue a purchase order to any vendor.

(B) Authority.

(1) All requests for printing of publications must be on the form initiated by the publications and printing office and must have signed approval of a major budget officer for that university division requesting the publication.

(2) For the purpose of this rule, the major budget officers are the president; for academic area, the appropriate vice provost or dean; and the other vice presidents or designate of the other divisions of the university.

(C) General procedures.

(1) The originating department's representative must start at the publications and printing office for all printing work. Procedures are carried through from that point by the publications and printing office, including bid specifications, bid requirements, and the final issuance of a purchase requisition.

(2) Publications that are done several times during the year may obtain a blanket publications approval request form for the fiscal year, beginning the first of July and ending the thirtieth of June. Publications, such as routine newsletters, commencement programs, and class schedules that receive a blanket publications approval for the fiscal year must still be initiated in the publications and printing office for its review.



- (3) Specifications for all publications generated in the publications and printing office.
 - (4) Quality standards are to be determined by the publications and printing office, and all publications are expected to meet those standards before approval is given. Publications may be disapproved for reasons such as poor layout or design, poorly written copy, duplication of another publication, or excessive costs.
 - (5) If and when differences arise between the originating department and the publications and printing office over such a non-approval, then the vice president for university relations and development will recommend a final decision to the major budget officer involved.
 - (6) All contracts for printed material off campus shall be processed by the purchasing department pursuant to rule 3342-5-12.3 of the Administrative Code.
 - (7) Specifications for contracts must be written by the publications and printing office and then submitted to the university purchasing department.
- (D) Procedures for publications by publications and printing office.
- (1) The publications and printing office must be provided with a description of the proposed publication, including such details as size, number of pages, paper, ink, quantity, number of photos and screens, bindery work, date needed, purpose, and university account number.
 - (2) The publications and printing office assigns a request number. Specs are determined by the printing coordinator and one of the vendors selected by the university to print the various documents, letterhead, envelopes, brochures, newsletters, programs, schedules, and other types of printed materials.
 - (a) A blanket publications approval request form for the year may be issued for publications that are done several times during the year, such as newsletters, commencement programs, and class schedules.
 - (b) Departments utilizing the blanket publications approval request form must still have their



publications reviewed by the publications office.

(c) The standard ten working days for the completion of the job begins after the person/department requesting the job has signed the proof sticker in the box marked "okay to print" when a delivery date has not been specified.

(d) Departments utilizing the blanket publications approval request form will follow procedures set by the publications and printing office.

(e) Any changes in paper stock, ink, and design of the job, or changes made after the final sign off, will nullify the blanket publications approval request form.

(3) This job, once approved by the requesting person/department, will be assigned a work order and a job number. The printing coordinator or a printing representative will track each job through the production period, providing a proof from the vendor.

(4) Once the proof is signed as of "okay to print," the vendor will have ten working days to deliver the finished product to the person/department. When a delivery date has not been specified, other pick-up and delivery options will be made available.

(5) Rush jobs must be approved in advance by the publications and printing office, and will depend on vendor availability.