



Policy

UNIVERSITY POLICY

AV-01.01-12/03

TO:

University of West Florida Community

FROM:

Dr. John C. Cavanaugh, President

SUBJECT:

University Publications Procedures

Responsible Office

Advancement

Policy/Purpose:

Publications produced by the University of West Florida shall be produced in accordance with State and Federal law.

The publications policy of the University is guided by actions of the State Legislature. Reporting requirements are specific. Formal bids must be taken on publications costing more than \$25,000. All other quotations for printing should be in writing. Competitive quotations are encouraged for all projects costing more than \$500.

1. Definition:

“Publication” is defined by state statute as: “all books, brochures, flyers, manuals, newsletters, pamphlets, programs, reports, and other like documents, but excludes items issued for strictly administrative or operational purposes.”

2. Supervisory Officer:

Oversight responsibility for all publications including their appropriateness, necessity, content, design and production) to be distributed or circulated externally is lodged with the Director of Publications or delegates. This applies to any publication which represents the University or its various departments, regardless of cost, funding source or quantity. Publications relating to university admissions and recruitment must have prior approval from the Associate Vice Provost for Enrollment Services. All publications are to indicate clearly the University as originator as well as year date of the publication. Excluded are classroom materials, forms, office supplies. (NOTE: See separate letterhead policy).

3. Responsibility of originating department:

a. Approvals: The department representative is to consult with the Director of Publications regarding planning, scheduling, design, printing specifications, price quotations and necessary approvals for printing. Approval will be indicated by signature of Director of Publications on purchase requisition.

b. Funding: Signed purchase requisitions or a departmental account number must accompany printing requests unless the on-campus duplicating service is being used.

c. Texts: The department must provide a copy of publication text (on disk whenever possible) when requesting publication design. The department is responsible for the accuracy of

texts provided for publication and for proofreading production material prior to printing.

4. Specifications, Bids, and Quotations:

a. Assistance in requesting and preparing publications is available from the Office of Marketing Communications.

b. Price quotations/Specifications: The Director of Publications of the Office of Marketing Communications will provide printing specifications for publications and obtain informal competitive price quotations from vendors.

c. Formal Bids/Quotations: Sealed bids are required for printing costing \$25,000 or more, when state funds are involved. Written quotations are necessary for all other printing. In the case of sealed bids, the Director of Publications will provide written specifications to the Purchasing Office, which will issue invitations to bid and issue a purchase orders when a vendor is selected.

d. State Purchasing Card: When using the state purchasing card, approval from the Director of Publications must be obtained prior to purchase.

Approved: Dr. John C. Cavanaugh, President DATE: 12/15/03