

EvCC2200P: PRINTING PROCEDURE

Original Date: July 19, 2016

Policy Contact: Vice President of Administrative Services

ON CAMPUS PRINTING

The College will use a Multifunction Device (MFD) for all local printing jobs with the following exceptions:

1. If an individual employee cannot leave the work station to retrieve printing due to security issues, the employee is provided a printer.
2. If, for a legal reason, something other than an MFD is required.

When a printer or an MFD reaches the end of useful life, the Executive Director of Information Technology will determine whether the replacement needs to be a printer or MFD.

All new printers and MFDs must meet the energy star standards, be able to be networked, and be able to use 100% recycled paper

OFF-SITE PRINTING

Everett Community College uses an off-site vendor for the majority of print jobs, to improve efficiency.

- Single contractor to provide printing and binding services
- Lowest possible cost to EvCC
- Electronic job submission, tracking, billing and reports
- Quality
- Turnaround

RELEVANT LAWS AND OTHER RELATED INFORMATION

[RCW Chapter 43.19A](#)

REVISION HISTORY

Original Date: July 19, 2016

Last Review Date: July 19, 2016

APPROVED BY

VP Staff