

# STOCKTON UNIVERSITY

## PROCEDURE

### **Printing and Copying Services**

Procedure Administrator: Executive Director of University Relations & Marketing  
Authority: N.J.S.A. 18A:64-6  
Effective Date: January 31, 1975; September 14, 1977; May 25, 2010; January 13, 2020  
Index Cross-References: Policy I-111 Printing of Union Materials  
Procedure File Number: 1104  
Approved By: Harvey Kesselman, President

University equipment and facilities are for printing and copying University materials. Student Organizations may contact URM to request printing or copying services. If approved by URM, such printing and copying services will be scheduled with a lower priority around other University requests. Prior to performing services, URM will estimate costs and verify payment terms for the services. "Student Organizations" means student groups or organizations that are recognized by the University and in good standing.