

PROCEDURE

Number:	71-06
Title:	Copying, Printing, and Advertising (Allocation of Charges)
Responsibility:	Vice President of Finance and Administration
Original Approval Date:	07/01/2005
Last Cabinet Review:	09/24/2025
Last Revision:	09/16/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: Policy 70-1 and Policy 70-8

Other:

Procedure Description

Copying

This category is for copies made on copying machines strategically located throughout the campus. Employees are required to log into the copier, and all usage is recorded and attributed to their respective department for accountability and reporting purposes. The Business Office will charge the appropriate department for their copier usage.

Printing (Inhouse)

This category is for printing in the FDTC Print Shop. This normally consists of instructional materials: tests, handout material, catalogs, brochures, and any other materials needed to be produced exceeding 20 copies.

The department requesting this service must complete a "Print Shop Request" form. The department code along with the account classification must be placed on the requisition by the person making the request. Printing Requests can be completed through the Intranet under Institutional Marketing.

The Print Shop will compile all charges for the month and submit them to the Business Office, to be received no later than the 5th of the following month.

The Business Office will charge the appropriate department for their monthly print requests.

PRINTING – (Outside Vendors)

All outside printing orders should be managed through the Print Shop to provide vendors with one point of contact. The originator will be provided with a quote by the Print Shop and should complete a Purchase Requisition if they choose to continue with the order. The normal bidding procedure should be followed.

ADVERTISING

This category will address radio and TV spots, billboards, social media advertising, newspaper advertising, etc. The Marketing and Communications Department approves new printed materials and all marketing materials. These purchases are subject to the South Carolina procurement code.