**UC Policy Library | Te Pātaka Kaupapa Here**

# Print Procurement Policy

## Commissioning of Printing Work from External Providers

**Last Modified**        September 2022
**Review Date**          August 2026
**Approval Authority**   Executive Director of People, Culture and Campus Life
**Contact Officer**      Print & Copy Team Leader – Facilities Management

## Introduction | Kupu Whakataki

This document covers the University's position and approach to the management of externally sourced print and copy jobs, ensuring that available resources are fully utilised, accountable and used appropriately.

## Policy Statement | Kaupapa Here

This document applies to all University departments wishing to commission services of printing and print-related production.

The University retains the services of UC Print. UC Print is structured to provide professional, lean print production, planning and outsourcing services at competitive cost-effective market rates. UC Print is committed to providing customers with cost effective, efficient and environmentally sustainable printing and digitisation solutions.

UC Print has right of first refusal for all work, and will manage the purchasing and out-sourcing of any out-of-house jobs:

- All requests from departments for printing and print-related production are to be routed through UC Print.

- Departmental customers are not to actively seek job quotations from external suppliers.

- In some circumstances, it is appropriate for certain print jobs to be printed outside of the University's own digital printing resources. Such outsourcing requirements are professionally managed by UC Print.

**Assurance**

An annual review of UC Print pricing and services will be carried out (undertaken by a cross-representative University review panel), verifying relevance to the changing demands of the UC environment and benchmarking against other service providers.

This review will ensure that the services offered by UC Print will continue to improve through the use of appropriate deployment of new technologies, continue to build environmental awareness, exceed customer expectations and offer services at competitive market rates.

Results of these reviews will be published in an open environment that can be accessed by all University staff.

UC Print will manage and administer all University print jobs. UC Print will provide the following services to colleges and departments:

1. Requests from colleges and departments for printing and print-related production are to be routed through UC Print for initial assessment.
2. Working closely with the customer, UC Print will recommend whether the print job will be handled in-house or externally.
3. If external, UC Print will work with the customer to create a specification and then approach suitable print suppliers for a quotation. The customer should expect to be consulted in the decision to out-source and the selection of a supplier.
4. Print jobs placed with external suppliers will be managed by UC Print from placement of purchase order through to delivery and inspection.
5. Facilities Management are the central budget holders for external printing. There is no internal recharging of external print services. High value external print requests that have not been budgeted for may need to be funded from the budget of the requesting department.

**University Brand Guidelines**

UC Print ensure the University's brand is consistently managed on design, printed materials and published materials. UC Print will monitor and ensure compliance with the guidelines.

# Related Documents and Information | He kōrero anō

## UC Policy Library | Te Pātaka Kaupapa Here

- Advertising and Brand Management Policy (PDF, 214KB)

## UC Website and Intranet | Te Pae Tukutuku me te Ipurangiroto o UC

- Branding (University Web Guide website)

---

UCPL-4-189

- [Printing and Copying (University Support Services website)](#)

## Contact Details

- [ucprint@canterbury.ac.nz](mailto:ucprint@canterbury.ac.nz)

| Document History and Version Control Table | | | |
|---|---|---|---|
| **Version** | **Action** | **Approval Authority** | **Action Date** |
| *For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz* | | | |
| 1.00 | • Converted document onto new template and updated contact officer information.<br>• Communications and External Relations changed to Communications and Stakeholder Relations in line with current title.<br>• Updated hyperlinks. | Policy Unit | Sep 2013 |
| 1.01 | Document review date pushed out. | Policy Unit | Mar 2014 |
| 1.02 | Hyperlinks updated. | Policy Unit | Sep 2014 |
| 2.00 | Scheduled review by Contact Officer. | Policy Unit | Apr 2015 |
| 2.01 | AA updated from Chair, SMT to Vice-Chancellor. | Policy Unit | May 2015 |
| 3.00 | Scheduled review by Contact Officer, minor changes to format, CEPS changed to UC Print, historical information deleted. | Policy Unit | Aug 2017 |
| 4.00 | Scheduled review by Contact Officer, minor changes to content. | Vice-Chancellor | Sep 2019 |
| 5.00 | Scheduled review by Contact Officer, minor changes and change of Approval Authority to Executive Director of People, Culture and Campus Life. | Approval Authority | Sep 2022 |