

<b>Campus Printing Copy Policy</b>	Procedure Number	7.2
	Effective Date	October 15, 2014

**1.0 POLICY & PURPOSE**



The Board of Trustees of Laramie County Community College (LCCC) believes in being fiscally prudent with the precious resources entrusted to it by students and taxpayers. The Board is also committed to ensuring the instructional materials used in the education process are of highest quality. Therefore, the purpose of this policy is intended to provide direction to the institution in developing administrative procedures for campus printing services that focus on keeping costs low while providing quality instructional materials for LCCC students and quality print production for its faculty and staff.

**2.0 REVISION HISTORY**

Adopted on: 10/15/14

**3.0 PERSONS AFFECTED**

College entities that use Campus Printing are affected by this procedure. This procedure affects all campus departments that have items printed in the Campus Printing shop, as well as Public Relations and Campus Printing themselves.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) (Name)	Lisa Murphy, Institutional Advancement Associate Vice President Ty Stockton, Public Relations Director	8/5/14
Ratified by College Council	Chad Marley, College Council Co-chair	9/22/14
Recommended by President (Signature)		9/22/14
Approval by Trustees (Signature)		10/15/14