Department Spotlight—University Printing

As most of you are probably aware, K-State Printing Services and K-State Research & Extension Duplicating Center have combined. The new organization is named “University Printing” and is housed in the Department of Communications and Agricultural Education in the College of Agriculture. Greg LeValley is the Director of University Printing and Rob Nixon is Associate Director. University Printing continues to operate the Copy Center in the K-State Student Union but the production areas are back on campus, now located at Umberger 11 & 28 and Dole Hall (no longer 5980 Corporate Drive, by the airport). A University Printing Open House is planned for Thursday, November 8, to share and celebrate the new setup.

Services provided include:

- Estimates – Helping you plan your printing orders
- Graphic Design – Creating and improving documents to meet any need from business cards to life-size posters
- Printing Production – Creating high-quality printed materials on offset and digital color printing presses
- Digital Printing – Creating superior copies directly from digital files
- Bindery – Finishing of all kinds including booklet making, notepads, coil binding, laminating, etc.
- Mailing – Providing discounted rates and address correction services

Contact information for all your printing needs:

- 532-6308 (consolidation of numbers)
- uprint@ksu.edu (consolidation of e-mails)
- In person – Umberger Hall, room 26 or Union Copy Center (phone is 532-6596)
- Website – http://www.ksu.edu/uprint

As always, it is University policy that all printing work paid from state/grant funds be provided by University Printing. If University Printing cannot meet the department’s needs, a written waiver will be provided by Greg LeValley, Director. A copy of the written waiver (e-mail is fine) needs to be attached to the outside vendor’s payment document. Should a waiver be received but the printing job estimate is $5000 or more, then the department needs to send a purchase requisition to the Purchasing Office for the competitive bid process on the printed material.

Training Reminder

A general purchasing training class is scheduled for October 23, 2012 at 10:00 a.m. in the K-State Student Union, Room 207. This training is geared toward people that are relatively new to KSU Purchasing procedures, or to people who just want to brush up on general purchasing procedures and practices.

The training will last approximately one hour, and seating is limited. To register please go to https://eforms.ksu.edu:8080/events/register.aspx and then select the session.