



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University* • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 12.6

Effective August 13, 2009

University Print Services

Letter from the President

Rules and Regulations

Adjunct Handbook

 Print using your browser's print function.

Faculty Handbook

 Print using your browser's print function.

Staff Handbook

 Print using your browser's print function.

Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Policy

The University Print Shop is located in 120 Schweich Hall. The Print Shop produces a vast majority materials printed for daily operations at the Lincoln University.

The Print Shop maintains a variety of paper stock. If what is needed is not in stock, it can be special ordered. Special orders normally take at least two weeks. A small variety of ink colors are also available, as well as the standard "LU blue" and black. An order might generally require 10 working days once the requisition has arrived to the Print Shop. Print samples are required with the requisition, if the job is a reprint.

Offset printing is also available; however, it is not as speedy as the copier, but offers a better quality product and increase flexibility. This process is recommended if a more favorable impression, such as brochures, flyers, newsletters, etc., or a large number of copies is needed.

The Print Shop produces such items as: posters, booklets, brochures, business cards, letterhead, envelopes, carbonless forms along with newsletters and annual reports. The Print Shop prints approximately 75% of university's needs.

Forms produced by the Print Shop:

- Travel Expense Voucher
- Travel Authorization
- Travel Schedules
- Lincoln University Requisitions
- Leave Slips

The Print Shop can help assist with project layout and design. Bring a diskette with the required information to the Print Shop and have the information set up professionally with Quark Express, Freehand, Microsoft Word or Corel WordPerfect for PC.

All duplicating copy jobs require a completed Quick Copy Request form submitted before copying can begin. Most quick-copy jobs can be produced within 24 hours.



University Human Resource Services
Revised July 9, 2009