

Appendix J: Printing Information

Printing on campus

Printing and limited production services (e.g., folding, cutting, binding) are available through Document Services.

For information about pricing, turnaround times and process-related issues, contact Document Services at (920) 424-1122.

In addition, Document Services provides printing services for University business cards; ordering information and templates can be found at the Web address above.

Printing with outside vendors

The State of Wisconsin Department of Administration regulates the procurement of printing. Faculty and staff are not authorized to directly purchase printing from outside vendors. All printing orders must be processed through the University printing manager, printing@uwosh.edu.

Several documents and forms are available to assist you with outside printing projects.

They include:

- UW Oshkosh Printing Policy
- Off-Campus Printing Guide
- Electronic Artwork and File Submission Checklist
- Requisition for Off-Campus Printing

You may obtain PDFs of these documents from the University Print Manager, printing@uwosh.edu.

